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Description of document: Federal Bureau of Investigation (FBI) File Number 66-HQ-2554: FBI Executives Conference, Sections, 29, 30, 34, and 35, 1945-1946

Released date: 19-April-2011

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Date/date range of document: 03-May-1945 – 20-September-1946

Source of document: Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4995/4996/4997
E-mail: foiparequest@ic.fbi.gov

Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

April 19, 2011

Subject: FILE NUMBER 66-HQ-2554

FOIPA No. 1133720- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

Section 552

- ☐ (b)(1)
- ☐ (b)(2)
- ☐ (b)(3) _____
- _____
- _____
- ☐ (b)(4)
- ☐ (b)(5)
- ☐ (b)(6)

Section 552a

- ☐ (b)(7)(A) ☐ (d)(5)
- ☐ (b)(7)(B) ☐ (j)(2)
- ☐ (b)(7)(C) ☐ (k)(1)
- ☒ (b)(7)(D) ☐ (k)(2)
- ☒ (b)(7)(E) ☐ (k)(3)
- ☐ (b)(7)(F) ☐ (k)(4)
- ☐ (b)(8) ☐ (k)(5)
- ☐ (b)(9) ☐ (k)(6)
- ☐ (k)(7)

1,090 pages were reviewed and 1,081 pages are being released.

- ☐ Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:
 - ☐ referred to the OGA for review and direct response to you.
 - ☐ referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

☒ You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s).

If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely yours,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

Please be advised, this is the seventh interim release of documents responsive to your request for information concerning File Number 66-HQ-2554. We are providing you with a processed copy of 66-HQ-2554 sections 29, 30, 34, and 35. Additional sections will be provided to you in a future interim release.

Upon receipt of the enclosed CD-ROM, please make a check or money order payable to the Federal Bureau of Investigation in the amount of **\$15.00** and remit payment to the Work Process Unit, Record/Information Dissemination Section, Records Management Division, Federal Bureau of Investigation, 170 Marcel Drive, Winchester, VA 22602. Please include the FOIPA request number with your payment. If we do not receive this payment within thirty (30) days from the date of this letter, your request will be closed.

FBI File Number 66-HQ-2554, Section 29

THE DIRECTOR

July 30, 1945

The Executive Conference

~~SELECTIVE SERVICE~~ ~~DESSERTERS~~
PUBLIC LAW 43, 431

The Executive Conference on July 30, 1945, with Messrs. Glavin, Tracy, McGuire, Hendon, Clegg and Rosen in attendance unanimously approved the attached letter to all Investigative Employees advising that in the opinion of the Department, Public Law 431 does not apply to deserters.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Hendon
Mr. Clegg

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166-2554-3936

31 AUG 2 1945

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son.
Al. Tamm
Clegg
Glavin
Hendon
Rosen
Tracy
McGuire
Tolson
E. A. Tamm
Clyde Tolson

50

TO: THE DIRECTOR

DATE: July 30, 1945

FROM: THE EXECUTIVE CONFERENCE

SUBJECT: BLACK MARKET INVESTIGATIONS

The Executive Conference on July 30, 1945, with Messrs. Glavin, Tracy, McGuire, Hendon, Clegg, and Rosen in attendance unanimously approved the attached letter to all Special Agents in Charge setting out the procedure to be followed by the field offices in ascertaining pertinent information relative to black market conditions existing in their territories and instructing they advise the Bureau by letter the information developed with recommendations as to proposed investigations.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc-Mr. Hendon
Mr. Clegg

RECORDED

INDEXED

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18 18 11
21 AUG 2 1945

#323,013
ALL INFORMATION CONTAINED
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DATE 2/16/93 BY SPIC/KEE

140

W
TO: THE DIRECTOR

DATE: July 31, 1945

FROM: A. ROSEN

SUBJECT: ~~NATIONAL CATTLE THEFT ACT INVESTIGATIONS~~

From information recently received by the Bureau it is believed that there has been a substantial increase in ~~cattle rustling~~. This situation naturally should result in an increase in the number of Cattle Theft Act cases being investigated by the Bureau. A review of the Bureau's records, however, fails to indicate any increase in cases under the National Cattle Theft Act classification.

RECOMMENDATION

It is, therefore, recommended that the attached letter be transmitted to all Bureau Field Offices instructing them to take immediate steps to insure that all cases arising under this classification be reported to the field offices and the cases afforded expeditious investigative attention.

Attachment

ADDENDUM: Approved by the Executive Conference on July 31, 1945, with Messrs. Glavin, McGuire, Lee, Hendon, Coffey, Ladd and Rosen in attendance.

✓ *MA* *GH* *W*
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67
EX-6
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DATE 7/16/93 BY 8/22/93

166-2224-39386
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THE DIRECTOR

July 31, 1945

THE EXECUTIVE CONFERENCE

JAPANESE LANGUAGE CLASS IN LABORATORY

The Conference on July 31, 1945, consisting Messrs. Glavin, Ladd, Coffey, Hendon, McGuire, and Lee, considered the proposal that a Japanese language study class be formed in the Cryptanalytic Section of the Laboratory. There are approximately 20 students ready to enter such a class and practically all of them have already had some basic training in Japanese. The study class would be conducted one hour a day and within working hours for six days a week.

Mr. Ladd advised that a Japanese translator could be made available to conduct this class.

The Conference unanimously recommended that this class be instituted.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

cc-Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

166-2554-3939
AUG 9 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 2/15/93 BY [signature]

140

3 AUG 4 1945

THE DIRECTOR

August 3, 1945

THE EXECUTIVE CONFERENCE

~~SUGGESTED IMPROVEMENTS IN RADIO EQUIPMENT USED IN~~
~~SURVEILLANCE AUTOMOBILES - SUGGESTION OF SA Tamm~~

The Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Morgan, Ladd, and Hendon, considered several suggestions of Special Agent Daniel F. Garde of the New York Office regarding the Bureau's radio-equipped automobiles. These suggestions had previously been studied both by the Laboratory and the Training Division and found impracticable. They include a proposed concealed antenna beneath the running gear of the automobile, a concealed microphone in the upholstery or horn button, and an auxiliary gasoline tank for providing an extra supply of gasoline. A fourth suggestion concerning the heavy drain on automobile batteries has already been taken care of recently by the installation of supplemental batteries in the radio-equipped cars.

The Conference unanimously reported unfavorably on all suggestions. A letter to the Agent has been prepared.

Respectfully,
 FOR THE CONFERENCE

Clyde Tolson

cc-Mr. Clegg
 Mr. Hendon

E. A. Tamm

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Tolson _____
 E. A. Tamm _____
 Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Carson _____
 Egan _____
 Hendon _____
 Pennington _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

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SP5

WRG:hw

THE DIRECTOR
THE EXECUTIVE CONFERENCE

June 7, 1945

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Quinn
Mr. Nease
Miss Gandy

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, McGuire, Morgan, Coffey, Quinn, Tamm and Glavin considered the problem of closing Bureau divisional offices in the field during certain hours of each day. The field service was circularized for information showing the amount of activity in the field offices after 5:30 P.M. each night and was requested to furnish their recommendations as to closing hours which should be established for their offices.

For the Director's information none of the continental offices close before midnight. The Anchorage, Alaska office closes from 5:00 P.M. to 8:00 A.M. The Honolulu, Hawaii office closes from 9:00 P.M. until 8:00 A.M.

The offices in the continental United States which at the present time close from 12:00 Midnight until 8:00 A.M. are:

Albany	Huntington	Norfolk	Salt Lake City
Atlanta	Indianapolis	Oklahoma City	San Juan (Not counted in the
Buffalo	Jackson	Omaha	United States. Study Study
Butte	Kansas City	Phoenix	being made of this office at
Denver	Knoxville	Pittsburgh	the present time.)
Des Moines	Little Rock	Providence	Sioux Falls
El Paso	Louisville	Richmond	Springfield
Grand Rapids	Memphis	St. Louis	Syracuse
Houston	Milwaukee	St. Paul	

The following offices are open 24 hours a day:

Baltimore	Cleveland	New Orleans	San Francisco
Birmingham	Detroit	New York	Savannah
Boston	Los Angeles	Philadelphia	Seattle
Charlotte	Miami	Portland	Washington Field Office
Chicago	Newark	San Antonio	
Cincinnati	New Haven	San Diego	

In securing information from the field concerning closing after 5:30 P.M. the New York office and the West Coast Offices, Seattle, Portland, San Francisco, Los Angeles, and San Diego were not contacted since it was felt necessary that these offices continue open 24 hours a day.

There is attached hereto a tabulation reflecting the activity in the field offices throughout the continental United States after 5:30 P.M.

The conference felt that in order to establish strict uniformity in the closing hours of our offices in the continental United States, we should have one group of offices that close at midnight and the other group of offices open 24 hours a day. If any consideration was given to closing the offices earlier

ORIGINAL FILE IN 66-78614-145

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it would be difficult if not almost impossible to keep abreast of the closing hours of the various offices. From the tabulation attached it will be seen that practically every office has sufficient activity after 5:30 P.M. to remain open after that hour. The conference considered each of the offices and recommends that in addition to the offices presently closing at 12:00 Midnight, the following offices be closed at that hour.

1. Cincinnati, Ohio. The Agent in Charge at Cincinnati feels that the office could be closed at that hour and that no serious problem is involved.

2. Cleveland, Ohio. The Agent in Charge at Cleveland feels that he could close at midnight by June tenth when security measures in his office will be taken care of.

3. Dallas, Texas. The Agent in Charge at Dallas, Texas feels that the office could be properly closed at midnight.

4. New Haven, Connecticut. Messrs. Tolson and Hendon felt that the New Haven office could be closed at 12:00 Midnight. The remainder of the conference recommends that the New Haven office be continued open 24 hours. The Agent in Charge at New Haven recommends that the office remain open 24 hours a day; that they have approximately 70 wooden file cabinets which would offer a security problem if the office closes, that they have 41 Resident Agents scattered throughout the State contacting the office up to midnight on pending matters and checking indices on emergency matters after that hour. Gleason considers it very important to maintain service to local police departments on par with State police service, that the present conditions in Connecticut make it important that this service be maintained, that there would be no economic advantage in closing the office.

5. Savannah, Georgia. The Agent in Charge at Savannah finds that the office could close at midnight effective August first, when it would be possible to have the appropriate telephone directories reflect the telephone number of the Special Agent in Charge and the Assistant Special Agent in Charge to be called after midnight; that this information cannot be made available by the telephone company to callers until the new directory is out, since no mechanical arrangement can be effected to transfer the calls and calls would have to be referred by the caller through manual reference to the telephone directory. The Conference agreed that the Savannah office close August first when the new directory comes out.

In each case where the recommendation was made that the office close at midnight, Mr. Rosen was opposed, he feeling that from a general investigative standpoint, at the present time, it is most desirable and necessary that the offices that are open 24 hours a day, remain open 24 hours a day.

~~Many~~ In a number of offices security measures are involved where we have ~~several~~ cabinets of wooden structure, where the office is on more than one floor, where proper guard service is not available, which items the Conference took into consideration in making its recommendations.

Should the Director approve the Conference's recommendation of closing the offices presently open 24 hours a day, to be closed at 12:00 Midnight, the offices will be so advised, and another study will be made of the closing hours of the offices remaining open, after a reasonable period of time has elapsed.

Respectfully Submitted
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

cc Mr. Hendon
Mr. Clegg

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Mohr _____
Carson _____
Hendon _____
Hammford _____
Jones _____
Quinn Tamm _____
Nease _____
Miss Gandy _____

SJT:js

August 8, 1945

THE DIRECTOR

cc
The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Rosen, Hendon, Leo, Long and Tracy, on August 7, 1945 considered a suggestion of Special Agent William Clair Spears of the SIS Division that fingerprints in the International Exchange be handled through SIS personnel in foreign countries.

The Executive Conference was advised by Mr. Tracy that the Identification Division presently deals directly by mail with law enforcement agencies in foreign countries in operation of the International Exchange, except in a specific case where circumstances warrant handling the matter through the Legal Attache or Police Liaison Agent. Mr. Tracy pointed out to the Conference it would be undesirable to start having foreign police agencies deal through the United States Embassy. He pointed out it would be much sounder policy in the long run for such police agencies to deal directly with the FBI in Washington.

The Conference was unanimously opposed to the suggestion. There is attached a letter to Agent Spears thanking him for his suggestion.

Respectfully,
For the Conference

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C. A. Tolson

E. A. Tamm
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cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

80 AUG 20 1945

SJT:ja

August 8, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Rosen, Hendon, Lee, Long and Tracy, on August 7, 1945 considered a suggestion of Mr. James R. Farr that the Personnel Office of the Identification Division sell war stamps in addition to regular stamps and money orders as this would encourage the sale of war stamps in the interest of the war effort.

The Conference unanimously recommends approval of this suggestion. A letter is attached hereto to Mr. Farr thanking him for his suggestion.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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60 AUG 20 1945

HHC:RS

THE DIRECTOR

August 1, 1945

EXECUTIVES' CONFERENCE

NEW AGENTS' TRAINING SCHOOL

#323,013
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2/16/93 BY SP2/bce

The following changes are recommended in connection with the schedule of new Agents' classes. Such a class is currently in session at Quantico where they are studying the Manual of Rules and Regulations. The changes recommended are as follows:

1. A reduction in keeping with Mr. Ladd's suggestion in the total amount of time for Security Division subjects from 69 hours to 28 hours.
2. Use and Care of Gas Masks, one hour, to be eliminated and included in firearms training.
3. Gossip, one hour, eliminated, and included in opening remarks on conduct. *OK. But I don't want it glossed over - It's very important. H.*
4. Dry Firing, 18 hours, eliminated and consolidated with Firearms Training.
5. Vouchers, etc, formerly one day of ten hours, to be reduced to one day of seven hours.
6. Fundamentals of Typing, three hours, eliminated.
7. War Risk Insurance, eliminated, since there are no cases.
8. Bacteria and Its Relation to Espionage and Sabotage, eliminated.
9. Movies - "Men of the FBI" and "FBI Front," one hour, eliminated from regular schedule and show at night as part of recreational program at Quantico.
10. Use of City Directory, two hours, to be included in Rules and Regulations.
11. Gas Mask Training and Detection of Car Cases, two hours, eliminated.
12. Sabotage Crime Scene Test, seven hours, eliminated.
13. First Aid, 20 hours, eliminated.
14. Reduce the number of Laboratory subjects which are to be given but on a reduced scale.

15. Place more emphasis on Defensive Tactics during gymnasium periods.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

6 AUG 18 1945

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Very important H.

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16. Add one hour on War Funds.

17. Add one hour on Servicemen's Dependency and Allowance Act.

18. Add six hours to inspection work.

A recapitulation of the amount of general time would include two weeks firearms training, two weeks practical experience at field offices, twelve weeks general instruction of 48 hours per week plus seven Sunday afternoons of five hours each covering a total of 16 weeks. A detailed work sheet of subjects is attached hereto.

The above was approved unanimously by the Executive Conference on July 30, 1945 those present being Messrs. Tracy, Rosen, McGuire, Hendon, Glavin, and Clegg.

OK.
H.
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

[Signature]

The following changes have been made in the New Agents' Worksheet:

Use and care of Gas Masks	1 hour	Consolidated with firearms
Gossip	1 hour	Included in opening
Dry Firing Revolver Practice	18 hours	Consolidated with firearms
Manual of Rules and Regulations --	10 hours	Cut to 7 hours, i.e., 1 day
Vouchers and Chief Clerk's Office		
Fundamentals of Typing	3 hours	Eliminated
National Motor Vehicle Theft Act	5 hours	Cut to 4 hours
Bank Robbery Investigations	5 hours	Cut to 4 hours
Impersonation and Illegal Wearing	3 hours	Cut to 2 hours
of Uniforms Investigations		
National Stolen Property Act	3 hours	Cut to 2 hours
Bankruptcy Investigations	7 hours	Cut to 5 hours
Federal Reserve Act	5 hours	Cut to 3 hours
Extortion	5 hours	Cut to 4 hours
War Risk Insurance	2 hours	Eliminated -- no cases
Introduction to FBI Laboratory	2 hours	Cut to 1 hour
Detection of Deception	3 hours	Cut to 2 hours
Metals	2 hours	Cut to 1 hour
Chemistry in Crime Detection	3 hours	Cut to 2 hours
Blood and other Body Fluids	3 hours	Cut to 2 hours
Drawing and Charting	6 hours	Cut to 5 hours
Document Identification	4 hours	Cut to 3 hours
Codes and Ciphers	3 hours	Cut to 2 hours
Bacteria and Its Relation to	1 hour	Eliminated
Espionage and Sabotage	-	
Technical Aspects of Sabotage Methods	6 hours	Cut to 1 hour
"Men of the FBI" and "FBI Front"	1 hour	Eliminated-To be shown at night as part of entertainment.
City Directory	2 hours	Eliminated-Included in Rules and Regulations
Gas Mask Training and Detection of	2 hours	Eliminated
War Cases		
Sabotage Crime Scene Test	7 hours	Eliminated
First Aid	20 hours	Eliminated

The Security Division previously had 69 hours which were eliminated.

69 hours: The following subjects totaling 28 hours were substituted in place of the

History of and Introduction to the Security Division
 Liaison Functions
 Espionage

Mr. Tolson	
Mr. E. A. Tamm	Mr. Clegg
Mr. Clegg	Mr. Coffey
Mr. Coffey	Mr. Glavin
Mr. Glavin	Mr. Ladd
Mr. Ladd	Mr. Nichols
Mr. Nichols	Mr. Rosen
Mr. Rosen	Mr. Tracy
Mr. Tracy	Mr. Carson
Mr. Carson	Mr. Egan
Mr. Egan	Mr. Hendon
Mr. Hendon	Mr. Pennington
Mr. Pennington	Mr. Quinn
Mr. Quinn	Mr. Nease
Mr. Nease	Miss Gandy

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DATE 2/16/93 BY SP2/bce

1 hour
1 hour
3 hours
2 hours
3 hours
1 hour
1 hour
1 hour
1 hour
1 hour
1 hour

66-2534-3744

General Communist Matters	2 hours
Domestic Communist Fronts and Racial Matters	2 hours
Communist Infiltration of Labor	2 hours
Communist and Nationalistic Activities among Foreign Language Groups	2 hours
Russian and Communist Espionage	2 hours
Foreign Agents Registration Act	2 hours
Security Division Panel Forum	1 hour

The following were added:

1. More emphasis on Defensive Tactics in Gymnasium periods
2. War Frauds - 1 hour
3. Servicemen's Dependency Act - 1 hour
4. Inspections - 6 hours

TOTAL TIME - 2 weeks firearms training

2 weeks field office

12 weeks class room work, etc. of 48 hours
plus 7 Sundays of 5 hours each

16 weeks

NEW AGENTS' TRAINING COURSE

Sixteen Week Worksheet

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
1.	1 hour	Enrollment; Fill out Oath of Office Form; Personal History Sheet; Vocation and Avocation Form; Retirement Forms; Address and Phone Numbers; Announcements	T.D.
2.	2 hours	Completion of Forms	T.D.
3.	1 hour	Oath of Office and Preliminary Discussion	Mr. Clegg or Mr. Hince
4.	2 hours	Obtaining Photographs; Luncheon	
5.	2 1/2 hours	Tour of the Bureau	Mr. Jones and Staff
6.	1/2 hour	Fingerprints of Class Members	Mr. Q. Tamm and Staff
7.	2 hours	Jurisdiction of Federal Bureau of Investigation	T.D.
8.	1 hour	Organization of Federal Bureau of Investigation	T.D.
9.	1 hour	Auditory Test (show as "announcement")	T.D.
10.	1 hour	Jurisdiction of Federal Investigative Agencies	T.D.
11.	15 hours	Federal Criminal Procedure	T.D.
12.	95 hours	Manual of Rules and Regulations	T.D.
13.	10 hours	Manual of Rules and Regulations - Practical	T.D.
14.	15 hours	Photography 9 - 2 - 2 - 2	Mr. Preston
15.	3 hours	Practical Photographic Problem	Mr. Preston
16.	1 hour	Visual Memory Test (show as "Announcement")	T.D.
17.	2 hours	Arrests - Motion Pictures and Discussion	T.D.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

18. 21 hours Arrests - Practice Technique of Raids and Practical Raid Problems

Mr. Sloan and Staff

19. 2 hours Searches of persons, Lecture and Practice

Mr. Sloan and Staff

323013
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 DATE 2/16/93 BY SP52/bk

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
20.	2 hours	Ballistics in Police Firearms	Mr. Sloan and Staff
21.	1 hour	Personal Finances	T.D.
22.	4 hours	Practical Casting	Mr. Donaldson
23.	78 hours	Gymnasium, Jiu-Jitsu and Disarming Methods; Defensive Tactics	
24.	2 hours	Care and Inspection of Automobiles	Mr. Donaldson or Mr. Sloan
25.	7 hours	Manual of Rules and Regulations -- Vouchers and Chief Clerk's Office	
26.	5 hours	Review -- Manual of Rules and Regulations	T.D.
27.	3 hours	Written Examination -- Manual of Rules and Regulations	T.D.
XX			
28.	3/4 hours	Conduct of New Agents at Washington	Mr. Rogers
29.	1/2 hour	Soliciting Agent, Clerical and Technical Applicants	T.D.
30.	4 hours	National Motor Vehicle Theft Act	T.D.
31.	1 hour	Conspiracy	T.D.
32.	1 hour	Bribery	T.D.
33.	1 hour	Bondsman and Sureties	T.D.
34.	5 hours	Interviews, Confessions, Signed Statements and Pretexts	T.D.
35.	3 hours	White Slave Traffic Act	T.D.
36.	4 hours	Bank Robbery Investigations	T.D.
37.	3 hours	Theft from Interstate Shipment Investigations	T.D.
38.	1 hour	Election Law Investigations	T.D.
39.	2 hours	Impersonation and Illegal Wearing of Uniform Investigations	T.D.
40.	2 hours	National Stolen Property Act	T.D.
41.	1 hour	Executive Clemency -- Restoration of Civil Rights	T.D.

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
42.	1 hour	Perjury	T.D.
43.	1 hour	Civil Rights and Domestic Violence; Involuntary Servitude and Slavery	T.D.
44.	5 hours	Bankruptcy Investigations	T.D.
45.	3 hours	Federal Reserve Act	T.D.
46.	2 hours	Mail Fraud	T.D.
47.	2 hours	Crimes Within the Maritime and Territorial Jurisdiction of United States	T.D.
48.	4 hours	Extortion	T.D.
49.	3 hours	Fraud Against the Government	Mr. Peterson or Mr. Kennedy
49 a.	1 hour	War Frauds	Mr. Schroeder or Mr. Peterson
50.	2 hours	Anti-Trust and Anti-Racketeering	T.D.
51.	2 hours	Government Property - Theft, Embezzlement and Illegal Possession	T.D.
52.	6 hours	Kidnaping	T.D.
53.	1 hour	Killing and Assaulting Federal Officers	T.D.
53 a.	1 hour	Servicemen's Dependency and Allowance Act	T.D.
54.	4 hours	Fugitive and Unlawful Flight Investigation	T.D.
55.	3 hours	Miscellaneous Investigations, Including National and Federal Firearms Act	T.D.
56.	4 hours	FBI Applicant Investigations	T.D.
57.	2 hours	Departmental Applicant Investigations	T.D.
58.	5 hours	Review - Manual of Instructions	T.D.
59.	1 hour	Investigative Policies of the Bureau	Mr. E. A. Tamm
60.	3 hours	Examination - Manual of Instructions	T.D.

61.	1 hour	FBI Laboratory	Mr. Coffey
62.	1 hour	Introduction to FBI Laboratory	

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
63.	1 hour	Expert Testimony	Mr. Donaldson or Laboratory
64.	2 hours	Detection of Deception	Mr. Donaldson or Laboratory
65.	1 hour	Metals	Mr. Donaldson or Lab
66.	1 hour	Hairs and Other Fibers	Mr. Donaldson or Lab
67.	1 hour	Petrographic Examinations	Mr. Donaldson or Lab
68.	2 hours	Chemistry in Crime Detection	Mr. Donaldson or Lab
69.	2 hours	Blood and Other Body Fluids	Mr. Donaldson or Lab
70.	5 hours	Drawing and Charting	Mr. Donaldson or Lab
71.	3 hours	Document Identification	Mr. Donaldson or Lab
72.	2 hours	Codes and Ciphers	Mr. Donaldson or Lab
73.	3 hours	Firearms Identification and Tool Marks	Mr. Donaldson or Lab
74.	1 hour	Glass Fractures	Mr. Donaldson or Lab
75.	1 hour	Technical Aspects of Sabotage Methods	Mr. Donaldson or Lab
76.	3 hours	Physics in Crime Detection	Mr. Donaldson or Lab
77.	3 hours	Introduction - Bureau Technical Equipment	Mr. Donaldson or Lab
78.	7 hours	Sound and Electrical Equipment	Mr. Donaldson or Lab
79.	5 hours	Practical Work - Sound Session #1	Mr. Donaldson or Lab
80.	3 hours	Practical Work - Sound Session #2	Mr. Donaldson or Lab
81.	3 hours	Practical Work - Sound Session #3	Mr. Donaldson or Lab
82.	6 hours	Practical Sound Problems	Mr. Donaldson or Lab
83.	5 hours	Locks	Mr. Donaldson or Lab
84.	2 hours	Practical Work - Trapping Evidence	Mr. Donaldson or Lab
85.	1 hour	Secret Inks	Mr. Stanley or Mr. Magee
86.	3 hours	Photo-Record Equipment and Review of Photographic Material Submitted	Mr. Preston
87.	4 hours	Motion Pictures - Special Equipment	Mr. Preston
88.	1 hour	Panel Forum - Laboratory	Mr. Donaldson

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
89.	2 hours	Examination - Laboratory Matters	Mr. Donaldson

90.	3 hours	Developing Confidential, National Defense and Plant Informants; and American Legion Contacts	T.D.
91.	4 hours	Description of Persons	T.D.
92.	3 hours	Evidence	T.D.
93.	1 hour	Testifying in Court	T.D.
94.	2 hours	Law of Arrests, Searches and Seizure	T.D.
95.	2 hours	Technique and Mechanics of Searches	Mr. Donaldson
96.	3 hours	Surveillances and Plants	T.D.
97.	1 hour	Lecture on Public Speaking	T.D.
98.	2 hours	Police Relations and Assignment of Police Cases	T.D.
99.	1 hour	Road Trips	T.D.
100.	2 hours	Locating the Objectives in Investigations	T.D.
101.	2 hours	Safety Films	T.D.
102.	1 hour	Expert Accounting Testimony	Mr. Vechery
103.	3 hours	Accounting Fundamentals	Mr. Vechery
104.	1 hour	Answering the Telephone	
105.	1 hour	Receiving Complaints - Lecture	T.D.
106.	1 hour	Sunday and Night Duty	T.D.
107.	1 hour	Field Office Inspection	T.D.
108.	1 hour	Relations with SAC and Field Supervisors and Cooperation with Field Office Chief Clerk	T.D.
109.	1 hour	Preparation of Memoranda and Maintaining Logs	T.D.

110.	6 hours	Diction	T.D.
111.	4 hours	Reviewing Rough Draft Reports 2 - 2	T.D.

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
112.	2 hours	Assignment Card, Road Work and Tickler Box	T.D.
113.	2 hours	Practice Receiving Complaints	T.D.
114.	1 hour	Preparing Teletypes	T.D.
115.	3 hours	MMVIA Test Interview and Report	T.D.
115 a.	6 hours	Inspections - Lecture 1 hr. - Practical 5 hrs.	T.D.
116.	3 hours	Impersonation Interview and Report	T.D.
117.	2 hours	Practical Surveillance Problems	T.D.
118.	10 hours	Practical Outdoor Crime Scene Tests	T.D.
119.	10 hours	Practical Indoor Crime Scene Tests	T.D.
120.	6 hours	Crime Scene Reporting 2 - 2 - 2	T.D.
121.	1/2 hour	Review of Examination - Manual of Rules and Regulations	T.D.
122.	1/2 hour	Review of Examination - Manual of Instructions	T.D.
123.	1/2 hour	Review of Examination - Laboratory Matters	T.D.

124.	114 hours	Outdoor Firearms Training 6 - 6	Mr. Sloan and Staff
125.	10 hours	Uniform Crime Reporting	Mr. Leonard or Mr. Reed
126.	1 hour	Work of Identification Division	Mr. Tracy
127.	30 hours	Fingerprint Identification	Identification Division
128.	2 hours	Examination - Fingerprints	Identification Division
129.	15 hours	Latent Fingerprints	Mr. Dells or Mr. Robyak
130.	7 hours	Moot Court	T.D.
131.	114 hours	Practical Investigations - Field Office -1-1	
132.	5 hours	Practical Public Speaking	T.D.

133.	1 hour	History of and Introduction to the Security Division	Mr. Humford
134.	1 hour	Liaison Functions	Mr. Roach

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
135.	3 hours	Espionage	Mr. Tyler
136.	2 hours	Sabotage	Mr. Beacham
137.	3 hours	War Labor Disputes Act	Mr. Baumgardner
138.	1 hour	Treason	Mr. Brown
139.	1 hour	Sedition	Mr. Brown
140.	1 hour	Yorhiz Act	Mr. Harvey
141.	1 hour	Alien Enemy Control and Denaturalization	Mr. Douglas
142.	½ hour	Miscellaneous War Statutes	Mr. Coyne
143.	½ hour	Foreign Operations	Mr. Keay
144.	2 hours	General Communist Matters	Mr. MacCartee
145.	2 hours	Domestic Communist Fronts and Racial Matters	Mr. Winterrowd
146.	2 hours	Communist Infiltration of Labor	Mr. DeFord
147.	2 hours	Communist and Nationalistic Activities Among Foreign Language Groups	Mr. Howe and Mr. Powers
148.	2 hours	Russian and Communist Espionage	Mr. Whitson
149.	2 hours	Foreign Agents Registration Act	Mr. Gilmore
150.	1 hour	Security Division Panel Forum	Mr. Ladd and Staff

151.	½ hour	Review of Examination - National Defense Matters	T.D.
152.	5 hours	Review of Work in Field Office	T.D.
153.	15 hours	Review of all Manuals	T.D.
154.	5 hours	Comprehensive Examination	T.D.

155.	1 hour	Salesmanship in the FBI and Practical Psychology in Investigations	Mr. Clegg or Mr. Hince
156.	1½ hours	Administrative Policies of the Bureau	Mr. Tolson, Mr. Hendon or Mr. Morgan
157.	1½ hours	Panel Forum - Administrative Division	Mr. Tolson, Mr. Nichols and Staff

<u>ITEM</u>	<u>NO. HOURS</u>	<u>SUBJECT</u>	<u>LECTURER</u>
158.	1 hour	Personnel and Fiscal Problems	Mr. Glavin or Mr. Laughlin
159.	6 hours	General Panel Forum	T.D.

160.	1 hour	Closing Instructions	Mr. Clegg or Mr. Hince
161.	3 1/2 hours	Review of Individual Delinquencies	Mr. Clegg or Mr. Hince
162.	Accountants report to Mr. Hair at 1:00 P.M.		
163.	Sign Register Before Departure		
164.	DEPARTURE FOR FIELD ASSIGNMENTS		

HHC:JD

THE DIRECTOR

July 30, 1945

THE EXECUTIVES' CONFERENCE

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The Executives' Conference, consisting of Messrs. Tolson, Glavin, Rosen, Hendon, Tracy, Ladd, Lee, Long, McGuire and Clegg, on July 25 considered the suggestions presented by Mr. Clegg concerning the FBI National Police Academy. The Conference unanimously approved the following recommendations:

1. That, beginning with the January, 1946, session of the Academy, each class continue for a period of 12 weeks instead of 14 weeks as at present.
2. That the first 10 weeks of the course be a regular scheduled program of required subjects and the two remaining weeks be devoted to specific subjects which the Bureau would select and from which the students might make a selection to engage in one or two weeks' specialized study.

The selected subjects for specialization to be treated as electives are as follows:

- a. Police Administration and Organization
 - b. How to Set up a Police Laboratory
 - c. Police Records, Statistics and Report Writing
 - d. Fingerprint Identification
 - e. Juvenile Control
 - f. Investigative Methods and Techniques
 - g. Traffic (those selecting Traffic to be required to take the full 2-weeks' specialization of this one subject)
 - h. Firearms Training
 - i. Police Photography
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3. It was felt that the selection of the specific subjects for specialization should be made at the time the applicant is selected and invited to attend the Academy and that the selection should be made by the Chief or other qualified superior of the student who will attend so that the selection would be made for the benefit of the police department rather than by the student who might select what he believes to be an easier or more interesting course.

There are students who now take the 2½ weeks of traffic and then return to their departments where they do not use the traffic work for a number of years. They are not placed at the head of a department for a number of years so that they make no immediate use of this information, gained while attending the Academy. Therefore, as an example, the traffic course would be reduced from 2½ weeks to 6 days as a basic course and those who desire to specialize in traffic would later take 2 full weeks' specialized training. Similarly, the 2 weeks in Juvenile Control would be reduced to 4 days and those who desired to specialize in this subject could do so at the end of the regular basic course.

cc: Mr. Clegg
Mr. Hendon
Mr. Mason

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4. The Bureau could permit former graduates to return during the final 2 weeks of specialized training to take any one of the subjects in which specialized training would be given. Thus, a man who is just appointed Chief of Police and who needs to take additional traffic studies could do so and the opportunity would be provided three times per year for him to join the class for specialized training, in other traffic or any of the other specialized subjects selected for this purpose at any one time.

5. There would still be but three sessions of the NPA held each year for a period of 12 weeks each instead of 14 weeks. This would permit one or two weeks between each course instead of having one class finishing on Saturday and another starting on Monday.

Specific details for bringing about the reduction of the course from 14 to 12 weeks are listed as follows: (Basic required course for 10 weeks followed by 2 weeks specialization)

1. Traffic - Reduce from 2½ weeks to 6 days.
2. Juvenile Delinquency - Reduce from 2 weeks to 4 days.
3. Laboratory Work - Presently 27½ hours are given on this subject. Reduce to 17 hours' lecture instruction and add 31 hours' practical work in connection with investigative cases and integrate with actual training on cases, such as burglary, robbery, arson, etc.
4. Sound and Technical Equipment - 4 hours - Eliminate. Nothing, it is believed, should be given on such matters as wire tapping and this lecture work is of limited value.
5. Training Methods - The 6-hour lecture on Training Methods to remain as is and 7 hours' practice with the class members to be increased to 11 hours.
6. Homicide Investigations - To be increased from 2-hour lecture to 6 hours, combination lecture and practical crime scenes.
7. Add "Obtaining Money under False Pretenses" to the subject "Larceny - Theft".
8. Enforcement of Prostitution Laws - Reduce from 2 hours to one hour.
9. Surveillances - Increase from 2 hours to 5 hours, adding more practical work.
10. Dictation Training - 1 hour - Eliminate.
11. Laboratory Examination - Eliminate. Let the real test be on the performances of class members on crime scenes.

12. Conspiracy, Bribery and Perjury - Eliminate.

13. Expert Testimony - 1 hour - To be covered by Judge Holtzoff in his lecture.

14. Police Organization and Administration - The subject has formerly been handled

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Mr. Gandy

with 7 hours by Chief Kinchesky, 6 hours by Mr. Bruce Smith and considerable additional time by Mr. Harbo, part of which is duplication. It is suggested this be changed to three 2-hour subjects plus a Panel Forum, all to be given the same day for the purpose of eliminating overlapping and duplication and developing a more coordinated presentation.

15. Bank Robbery -- Reduce from 2 hours to one hour since we desire these cases referred to the Bureau.
16. Detection of Deception -- 3 hours -- Reduce this to one hour and add it to the subject "Interviews and Confessions".
17. Practical Psychology in Investigations -- 1 hour -- This relates primarily to interviews and it should be eliminated as a special subject and added to "Interviews and Confessions".
18. Tour of the Training Building at the Annex -- Since the class works in the Annex on all floors during the time they are here, this tour is unnecessary and should be eliminated.
19. Communications in Law Enforcement -- Reduce from 3 to 2 hours.
20. Introduction to Laboratory Work -- Reduce from 2 to one hour, since specific subjects will be subsequently taught.
21. Fundamentals of Typing -- 6 hours -- Eliminate this since it is found that although typing training is given, the students eventually revert to the hunt-and-peck, two-finger system.
22. Jurisdiction of Federal Investigating Agencies -- Reduce from 3 hours to one hour.
23. Rewards, Outside Compensation and Gifts -- 1 hour -- Eliminate, but use this as a teaching project to demonstrate how to hold teaching conferences.
24. Searches of Persons -- Increase from one hour to 3 hours.
25. Techniques and Mechanics of Arrest -- Increase from 3 to 8 hours.
26. Arson -- Increase from 2 to 3 hours.
27. Burglary -- Increase from 2 to 3 hours' lecture and add 3 hours' crime scene.
28. Public Speaking -- Reduce lecture from 2 hours to one hour and increase class practice from 9 to 12 hours so that each student can make 2 speeches.
29. Homicide Investigations -- Increase from 2 to 6 hours (same as (6) above).

Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

30. Real Disease Control -- Increase from one hour to 2 hours.

31. Description of Persons -- Increase from 3 to 6 hours.

32. Court in Traffic Case -- Eliminate and instead hold Root Court following

a crime scene search, the Mot Court session to be for 5 hours.

33. Add a comprehensive review of 3 hours.

34. Making Notes During Investigations -- Eliminate and cover during the one-hour lecture on "Making Notes in Class".

35. Crooked Gambling Devices -- one half hour -- Eliminate as the subject matter is well known to most of the class.

There is attached hereto a letter to all SACs announcing this change, if approved, and also announcing the initiation of the Thirty-first Session of the Academy on January 7, 1946, as well as a Bureau Bulletin.

Respectfully,
FOR THE CONFERENCE


Clyde Tolson


E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

TO: THE DIRECTOR

DATE: July 30, 1945

FROM: THE EXECUTIVE CONFERENCE

SUBJECT: TELEPHONE CALLS TO THE BUREAU

The Executive Conference on July 30, 1945, with Messrs. Glavin, Tracy, McGuire, Hendon, Glegg and Rosen in attendance unanimously approved the attached letter to all Special Agents in Charge calling attention to SAC Letter 307, Series 1944, dated November 18, 1944, which states when matters are of sufficient importance to warrant a telephone call to the Bureau, the call should be handled personally by the SAC or in his absence by the Assistant SAC, and also instructing that the necessary information should be presented in a concise, distinct and orderly fashion.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Hendon
Mr. Glegg

E. A. Tamm

*O. K. But at Wash I want
such calls handled by asst. Dir.
or asst. directors & not Supervisors H.*

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OFFICE MEMORANDUM
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UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 20, 1945

FROM : A. ROSEN

SUBJECT: GENERAL APPEARANCE FILE

2
The purpose of this memorandum is to offer suggestions for improving and making more usable the General Appearance File maintained in the Bureau.

BACKGROUND

The Bank Robbery Desk has experienced very few general appearance forms having been sent in from various field offices. Inquiry has been made in the Single Fingerprint Section of the Identification Division and I am advised that few or no general appearance forms are sent in by the field which come to the attention of that division. The Identification Division also advises that when the field offices send in communications advising of the addition of certain individuals to their Bank Robbery Albums, the Identification Division pulls the jacket on each of these individuals, reviews their criminal record and if warranted, includes their fingerprints in the Single Fingerprint Section. The Identification Division, if sufficient data is available in the jacket, prepares a general appearance form from the information contained in the jacket and places this form in the General Appearance File. In the event the jacket does not contain sufficient descriptive data for the preparation of a general appearance form, such a form is forwarded to the field with the request that the field obtain appropriate descriptive information complete the general appearance form and return it to the Bureau.

RECOMMENDATION

It is believed that the field is in a better position to furnish a more current description and obtain the most recent photograph of an individual. Accordingly, it is recommended that the burden of forwarding general appearance forms to the Bureau be placed in the field.

There is attached hereto a suggested Bureau Bulletin instructing the field that if a known or potential bank robber becomes located in the territory covered by that field office, that the field office should obtain a current description of this individual and a recent photograph and forward both to the Bureau.

Attachment

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EX-2

ADDENDUM: Approved by the Executive Conference on July 31, 1945, with Messrs. Glavin, McGuire, Lee, Hendon, Coffey, Ladd and Rosen in attendance.

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FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

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OFFICE MEMORANDUM UNITED STATES GOVERNMENT

JSG:rol:alo:d

TO : The Director

Date: August 2, 1945

FROM : D. M. Ladd

SUBJECT: PROPOSED MANUAL AND FBI HANDBOOK CHANGES
WITH RESPECT TO REGISTRATION ACT SECTIONS

Attached for your consideration are memoranda suggesting changes to be made in the National Defense Manual and the FBI Handbook. It will be noted that Section 9B of the National Defense Manual covering the Registration Acts is being deleted. This section deals with the McCormack Act, requiring registration of propaganda agents of foreign principals. This act was superseded by the Foreign Agents Registration Act of 1938 as amended on June 28, 1942, and as of June 28, 1945, the Statute of Limitations ran on all prosecutions of agents who should have been registered under the McCormack Act. For this reason, the above-mentioned section of the National Defense Manual is of no further value.

In addition, Section 9C (7) referring to the Foreign Agents Registration Act of 1938 as amended, is being changed to include investigative suggestions, some of which were deleted with Section 9B.

The FBI Handbook is also being revised to reflect the deletion of the McCormack Act.

RECOMMENDATION:

It is suggested that the attached material be forwarded to the Executive Conference for approval.

Attachments

8/6/45 - Approved by Exec. Conf.,
consisting of Messrs. Tamm, Glavin,
Coffey, Rosen, Clegg, Lee, Hendon, McGuire,
and Ladd.

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FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE

EX-47

INITIALS ON ORIGINAL - 8

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TO: THE DIRECTOR

DATE: AUGUST 11, 1945

FROM: D. M. LADD

SUBJECT: MANUAL AND HANDBOOK CHANGE
ASCERTAINING FINANCIAL ABILITY

In view of Departmental Circular No. 3923, dated August 1, 1945, to all United States Attorneys, advising that they should refer to our local offices for investigation cases pertaining to the financial condition of debtors to the Government, the attached changes have been prepared for the Bureau Manual of Instructions and Handbook.

Attachment.

8/17/45 - Approved by Exec. Conf. consisting of Messrs. Glavin, Coffey, McGuire, Tracy, Morgan, Hendon and Ladd -

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TO: THE DIRECTOR

DATE: August 11, 1945

FROM: D. M. LADD

SUBJECT: ~~ASCERTAINING~~ FINANCIAL ABILITY

Departmental Circular No. 3923, dated August 1, 1945, to all United States Attorneys, deals in part with the collection of outstanding judgments for fines and appearance bond forfeitures. It instructs that the United States Attorneys should make a concerted effort to collect such obligations and that undoubtedly, in connection therewith, certain investigative work will be necessary. It states that "the investigation which must be done in the field should be referred to your local office of the Federal Bureau of Investigation."

Action Taken

There is attached for your approval a letter to all Special Agents in Charge and to all Bureau Officials setting forth the pertinent portion of the above-mentioned circular.

Attachment.

8/17/45 - Approved by Exec. Conf.
consisting of Messrs. Glavin, Coffey,
McGuire, Tracy, Morgan, Hendon & Ladd.

DML

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THE DIRECTOR

EXECUTIVES' CONFERENCE

AUGUST 11, 1945

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DATE 2/16/93 BY SP5C/bce

The Executives' Conference on August 6, 1945 those present being Messrs. E. A. Tamm, Glavin, Hendon, Coffey, Rosen, C. Tamm, Lee, Ladd, McGuire, and Glegg considered a suggestion of SAC Wiley that consideration be given to a suggestion concerning the destruction of RUC reports in the field offices which is a suggestion initially made by Mr. Wiley in December 1943. His proposal was that closed files in all field offices which are more than three years old (using Statute of Limitations) which have been closed by RUCing to the office of origin be destroyed, that the folder of these files be retained as at present and that a 3 x 5 card be stapled to these folders reflecting the complete title of the case, the age, the birth date, race, office of origin, and date the case was RUCd.

The card would be prepared at the time the RUC report was initially prepared and filed in the tickler box for attention three years from the date of preparation. After three years' time the Chief Clerk can pull these cards, staple the cards to the folders, and destroy the file thereby completely culling out the closed files each month.

Mr. Wiley advises that the RUC report serves no purpose except in very few instances, that the auxiliary office cannot rely on information in their files, the file is incomplete in the RUC office, and in most instances the reports themselves are copies of the original which have been sent to the Bureau. He further points out this would relieve congested file space, save considerable money, would make closed files more accessible and compact, and whenever it is necessary to have any information concerning these files after they are destroyed the information can be sought by telephone. The Executives' Conference unanimously disapproved the suggestion.

In the first place, the intelligence work of the Bureau has made it important that each field office have a record of all interviews conducted in the division particularly in security cases for cross-reference purposes and in order that a proper study can be made of all information in the office concerning an individual.

Secondly, very frequently the auxiliary office rather than the office of origin is the office where the case is prosecuted and the RUC reports often contain information as to the final disposition of the case and these records should be available in the same division where the case was tried and court action was taken.

Third, the information contained in RUC reports at the office of prosecution, which is often an auxiliary office, forms a basis for information set forth in a summary report and there should be no destruction of the source material on which some of the reports are prepared.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

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Fourth, arrangements have been made through the Department and office of the archivist to destroy field office files after a period of years and this is believed to be the best way to proceed in the removing of obsolete files.

Fifth, the field office files at present are about two and one-half million in number and two million of these originated within the past five years and thus the information, particularly in intelligence and name search files and in connection with applicant investigations, will be of current value for a considerable period of time and they undoubtedly should not be destroyed.

Sixth, it would become obviously necessary to review these closed files for any original documents, signed statements, and other material before they could be destroyed and this would require the time of SAs or members of the supervisory staff and the setting up of the additional file of ticklers in the preparation of the cards would involve some expense.

Seventh, it is believed that the wise discretion of the SACs in placing the older closed files in cheaper storage space will accomplish practically all the results desired by Mr. Wiley and still have the information available in the field office for review on cross-reference name searches or on other cases where it appears necessary.

Eighth, the likelihood of repeaters in the criminal field would make possession and availability of these files in a period of three years highly desirable and there should be on record in the office the contacts and interviews made by the Agents of the office for a period in excess of three years.

As the Executives' Conference disapproved the suggestion there is attached hereto a letter to Mr. Wiley.

Respectfully,
For the Conference

Clyde Tolson


E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Glagg

MAJ:JW

July 27, 1945

MEMORANDUM FOR MR. NICHOLS

It is noted that during the first six months of 1945 there were 3,396 speeches given throughout the field. This figure represents a decline since during the correspondence period of 1944 there were 3,659 and during the similar period of 1943 there were 3,761. In view of this steady decline it is suggested that the attached form letter go forth to the field enclosing a tabulation on speech statistics.

Respectfully,

M. A. Jones

Attachment

ADDE. DUM:JUM:aml-7/30/45 - Approved by the Executives Conference on July 30, 1945 consisting of Messrs. Hendon, McGuire, Clegg, Rosen, Tracy and Glavin.

#323013
ALL INFORMATION CONTAINED

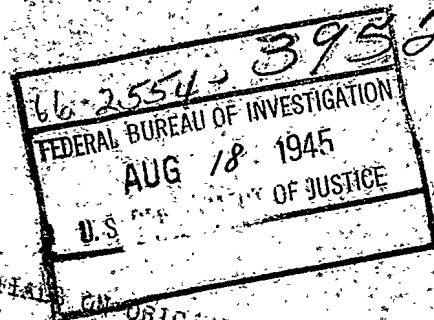
HEREIN IS UNCLASSIFIED

DATE 2/16/93 BY 352/bce

RECORDED

EX-158

INITIALS



ORIGINAL COPY FILED IN 66-1-1

56 AUG 25 1945 140

SJT:js

August 8, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Rosen, Hendon, Lee, Long and Tracy, on August 7, 1945 considered a suggestion of Mr. James R. Farr of the Identification Division that Assistant Coordinators in the Identification Division be trained in the taking of fingerprints by fingerprinting applicants for positions in the Bureau.

The present procedure is for such fingerprints to be taken by employees of the Chief Clerk's Office in view of the saving of time on the part of highly-trained fingerprint technicians. The Conference was unanimously of the opinion there should be no change in the present procedure.

If you approve, there is attached hereto a letter thanking Mr. Farr for his suggestion.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED

EX - 47

66-2534-3954
FEDERAL BUREAU OF INVESTIGATION
AUG 21 1945
U. S. DEPT. OF JUSTICE

INITIALS ON ORIGINAL

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

ORIGINAL FILE IN 66-2534-475 Not used

SPM:ER

THE DIRECTOR

AUGUST 20, 1945

EXECUTIVES' CONFERENCE

MAINTENANCE OF BUREAU MANUALS IN RESIDENT AGENCIES

80
Bureau letter of November 7, 1944, instructed that "one set of manuals may be retained for each resident agency" but no indication was made as to whether these manuals should be charged to a particular Resident Agent or to the resident agency inventory in those instances where two or more Resident Agents are assigned to the same agency. Inspector C. W. Stein, incident to the inspection of the Cincinnati Office, made a suggestion that one particular Agent in each resident agency be assigned the set of manuals and held responsible therefor.

The Executives' Conference considered the matter and unanimously recommended that the set of manuals maintained in resident agencies should be charged to the resident agency inventory and not to any particular agent. It was observed that the one set is maintained for the benefit of and use by all of the agents, that they should be retained permanently in the resident agency and that by having the manuals charged to the resident agency inventory there would be no problem involved in the transfer of agents and such a procedure would be generally consistent with the maintenance of other property in resident agencies.

Those present on August 20 were Messrs. E. A. Tamm, Coffey, Rosen, Ladd, Tracy, Hendon, McGuire and Morgan. Subject to approval appropriate instructions will be issued. A letter to Mr. Stein is attached.

Respectfully,
For the Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/16/93 BY [signature]

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INDEXED

RECORDED

66-2557-3955
199
30 AUG 22 1945

60 AUG 22 1945

COPY:gm

OFFICE MEMORANDUM UNITED STATES GOVERNMENT
FJ:LVO 66-6200-57

TO : THE DIRECTOR

DATE: August 4, 1945

FROM : D. M. LADD

SUBJECT : REVISION OF WAR LABOR DISPUTES ACT
SECTION OF NATIONAL DEFENSE MANUAL

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/6/93 BY SP5/BJA

There is attached for your approval a revision of Section 4F Sub-Section 3K of the National Defense Manual which pertains to the furnishing of copies of investigative reports in War Labor Disputes Act cases to interest Government agencies.

Since the inception of the War Labor Disputes Act program in July, 1943, copies of investigative reports in these cases have not been furnished to United States Attorneys without a request for such action from the Criminal Division of the Department of Justice. The Department, in a recent memorandum, informed the Bureau that in the future a copy of each investigative report in War Labor Disputes Act cases should be furnished to interested United States Attorneys.

The Manual change, which is being made in accordance with the Department's instructions, is set out below.

PRESENT MANUAL

REVISED MANUAL

K. COPIES OF REPORTS

3K. COPIES OF REPORTS

Five copies of all reports in these cases shall be submitted to the Bureau. Copies of all reports concerning incidents affecting the production or movement of war materials or other pertinent matters of interest to the armed forces should be furnished to local offices of the Security and Intelligence Division and the Office of Naval Intelligence. Although a copy of each report shall be prepared for the United States Attorney, this copy will be kept in the field office file until instructions are received from the Bureau to provide the United States Attorney with a copy of the report.

Five copies of all reports in these cases shall be submitted to the Bureau. Copies of all reports concerning incidents affecting the production or movement of war materials or other pertinent matters of interest to the armed forces should be furnished to local offices of the Security and Intelligence Division and the Office of Naval Intelligence. One copy of each report should be forwarded to the appropriate United States Attorney.

EX -6

RECORDED

8/7/45 - Approved by Exec. Conf.
consisting of Messrs. Tamm, Glavin,
Lee, Long, Hendon, McGuire, Tracy,
and Ladd.

DML

INITIAL C

66-2554-3956
FEDERAL BUREAU OF INVESTIGATION
AUG 20 1945
U. S. DEPARTMENT OF JUSTICE

52 AUG 25 1945 / 90

ORIGINAL COPY FILED IN

OFFICE OF THE DIRECTOR, FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

TO : Director, FBI
FROM : SAC, Indianapolis
SUBJECT : INDIANA POLICE TRAINING SCHOOL

DATE: August 2, 1945

On July 31, 1945, a meeting was held at the State House at Indianapolis to complete plans for the captioned school. I attended this meeting together with Special Agent PAUL KOELKE of this office. The discussion at this meeting centered around final arrangements for the school and its courses.

The Bureau may be interested in the discussion concerning certificates of attainment to be issued at the conclusion of each session of this school. It was the thought of the men present at the meeting that a certificate should be issued and should be signed by the head of each contributing agency, namely, the superintendent of the Indiana State Police, the representatives of Purdue and Indiana Universities, the Automobile Protective and Information Bureau and the Special Agent in Charge of the Indianapolis Field Division.

I suggested to the men present at the meeting that if a certificate were issued, it should state definitely that the course was of only two weeks duration and of seventy-two hours instruction. My thought in this was that it would obviate any misuse of the certificate by an attending officer to indicate that he had received more training than was given.

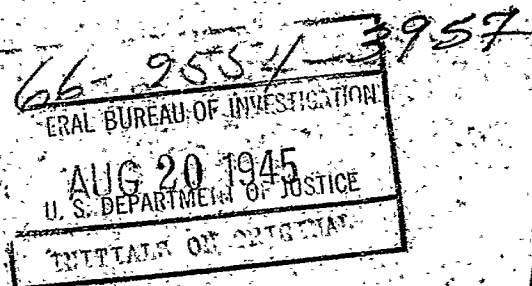
No final decision was made at this meeting as to the type of certificate and its exact wording, this matter being left for discussion while the school is in session during the next two weeks.

Unless the Bureau advises to the contrary, it will be assumed that the Special Agent in Charge of the Indianapolis Field Division will be permitted by the Bureau to sign the certificate issued at the conclusion of the school.

Approved by Executives' Conference August 10, 1945 those present being Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Hendon, McGuire and Moran.

PK:ED
1-1cl

RECORDED
&
INDEXED
114



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HEREIN IS UNCLASSIFIED
DATE 4/16/93 BY [signature]

ORIGINAL COPY FILED IN 97-41-1781-53

COPY:MB

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 29, 1945

FROM : SAC, New Haven - rfg/htm

SUBJECT: SA HARRY C. CAMPBELL
SUGGESTIONS

Executive Conference

I am attaching hereto a memorandum submitted by the above named Agent dated June 27th, concerning a suggestion in connection with the training program of the Bureau.

Encl.

#323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/16/93 BY SP5CJ/bca

RECORDED
&
INDEXED
166

EX-21

66-2554-3958
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
ORIGINAL

ORIGINAL COPY FILED IN 1-19-1070

Destroyed per 66-5286-793

7/16/46
EX-21
58 SEP 10 1945

HARRY C. CAMPBELL
Special Agent
New Haven, Conn.

New Haven, Connecticut
June 27, 1945

MEMORANDUM FOR THE SAC:

RE: SUGGESTION #90

From time to time occasions arise wherein agents are required to stage raids upon short notice and without sufficient time in which to obtain firearms from the field office vault. On such occasions rifles, shotguns, etc., would of necessity be borrowed from local law enforcement agencies. A good probability exists that these borrowed weapons would not be of the same make and model as those regularly used by the Bureau. In such a case the agent would not be as familiar with the operation of such firearms as with the Bureau approved weapons and would not have the same confidence in the weapons.

It is therefore suggested that the Bureau retain at Quantico a few of the rifles, shotguns, etc., which are in most common use among law enforcement agencies throughout the country and provide a brief lecture at In Service classes on the efficiency, and the operation of these weapons so that agents may familiarize themselves with them.

This knowledge of the various weapons will also enable agents to discuss firearms more competently with police officers.

HARRY C. CAMPBELL

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

ENCLOSURE 100-24-5958

HLS:kjs

MR. CLEGG

August 7, 1945.

H. L. SLOAN

SUGGESTION # 90

Executive Conference

Reference is made to the suggestion of Special Agent Harry C. Campbell, New Haven Connecticut, (# 90) that the Bureau retain at Quantico, a few of the rifles, shotguns, etc, most commonly used among law enforcement agencies throughout the country and provide a brief lecture at In-Service Classes on the efficiency of each, and the operation of them so that Agents might use weapons borrowed from Police Departments in an emergency.

It would be good if all Agents were familiar with all firearms in use at the present time. We have and are demonstrating to the In-Service Classes all military arms in use by this country today. This includes the M-1 Garand, M-1 Carbine, the Reising Sub-Machine Gun, and the new M-3 USA Sub-Machine Gun.

We have found that those Agents who are interested in this subject are familiar with all common types of firearms. Other Agents, who are not interested in firearms generally, would not interest themselves in other types of firearms.

There are numerous types of "bolt action", slide or pump action, gas and recoil operated rifles in use today, which are no longer being manufactured and the same condition exists in regard to the shotgun.

To effectively handle firearms in making a raid, it is necessary that each man be entirely familiar with the weapon he uses. I know of a few cases where in recent years Agents have "borrowed" firearms from local Police Departments in making raids. In this connection it might be pointed out that the firearms equipment in many Police Departments are not in good mechanical condition.

Firearms training is now being given to the In-Service Classes in 3 days a reduction of time allowed for this training in the past. Every minute of the time is being utilized in giving training which is more important to the individual Agent. For those who are interested, we have reference catalogues with complete information as to ballistics and mechanical operations of all weapons.

Recommendation: In view of the infrequency that Agents are required to use borrowed weapons, and the undesirableness of this action, I recommend unfavorably.

Addendum: I believe the Bureau is considering that resident agencies be equipped with firearms for emergency use. If that suggestion is favorably acted upon, there are still fewer occasions that Agents will be called upon to use "borrowed" weapons.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/17/93 BY 825

66-2554-3959
FEDERAL BUREAU OF INVESTIGATION
AUG 24 1945
U. S. DEPARTMENT OF JUSTICE
TWENTY

50 SEP 7 - 1945

EX - 21

ORIGINAL COPY FILED IN 1-19-1071 Destroyed per 66-3286-733

EPM:ER

THE DIRECTOR
THE EXECUTIVES' CONFERENCE

AUGUST 20, 1945

85
*SUGGESTION #20
EMPLOYEE: SPECIAL AGENT HARRY C. CATTELL
HOLY HAVEN FIELD DIVISION

TESEL PRESENT: MESSRS. D. A. TAMM, COFFEY, ROSEN, LADD, TRACY,
HENDON, MCGUIRE AND MORGAN

EMPLOYEE SUGGESTS: That the Bureau retain at Quantico a few of the firearms most commonly used among law enforcement agencies throughout the country and provide a brief lecture to In-Service classes on the efficiency and operation of them in order that agents having occasion to borrow such weapons from a police department in an emergency will be familiar with them.

RECOMMENDATION: Unfavorable. The Conference observed that it is high^{ly}/infrequent that an agent borrow weapons from a police department and that the procedure as suggested under normal circumstances is undesirable. It was further observed that consideration is presently being given to authorizing Special Agents in Charge in proper instances to permit the maintenance of a rifle, shotgun and machine gun in resident agencies which should preclude the necessity for or likelihood of the borrowing of firearms from local departments.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *4/17/93* BY *SPC/KE*

Mr. Tolson *CC: Mr. Hendon*
Mr. E. A. Tamm
Mr. Clegg *Mr. Clegg*
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED
166

EX-21

66-2554-3960
FEDERAL BUREAU OF INVESTIGATION
AUG 24 1945
U. S. DEPARTMENT OF JUSTICE

71
76 SEP 5 1945

ORIGINAL COPY FILED IN 1-19-1072 Detached per 66-3286-733

EPMA:ER

THE DIRECTOR

AUGUST 20, 1945

EXECUTIVES' CONFERENCE

EMPLOYEE: SPECIAL AGENT JOSEPH P. KEMANON
CHICAGO

RECOMMENDATION #127

FROM DIRECTOR: Messrs. E. A. Tamm, Coffey, Rosen, Ladd, Tracy, Hendon,
McGuire and Morgan.

EMPLOYEE SUGGESTS: (1) That the symbol cards in the confidential informant index omit the informant's street address, stating the same serves no useful purpose and the elimination of the address would prevent the danger of an agent contacting an informant without reviewing the instructions on the name card and (2) that when the confidential informant name cards are broken down according to type of information furnished the symbol card reflect some abbreviation to reflect the subject matter under which the name card can be found.

RECOMMENDATION: Unfavorable. The Conference observed that the present system of maintaining confidential informants has presented no problem in the past and it is believed desirable to have the address of the informant indicated on the symbol card, particularly inasmuch as several informants may have the same name. It was further noted that it is not the practice of agents nor would it seem likely to be to contact informants simply on the basis of the symbol card, it being the general and well recognized practice to refer to the name card on which is contained detailed data with respect to the nature of information the informant is in a position to supply. Further, the Conference felt it was not necessary to reflect on the symbol card any type of abbreviation indicating the subject matter under which the name card can be found inasmuch as an employee desiring an informant capable of supplying a particular type of information will necessarily look to the name card section of the confidential informant index behind the guide card relating to the information desired.

Employee advised by letter.

RECORDED
&
INDEXED

66-2554-396/100
17 18 11
30 AUG 24 1945

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-24
3257/13
RECEIVED
RECEIVED
DATE 7/1/43 BY SPSC/K

Clyde Tolson

E. A. Tamm

WRG:RJ

THE DIRECTOR

August 17, 1945.

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Ladd, McGuire, Hendon, Carroll, Morgan, Coffey, and Glavin on August 13, 1945, considered a suggestion made by Mr. Clegg to the effect that the Bureau secure in its monthly field reports a breakdown of the types of cases pending in the divisional territories.

Mr. Clegg felt that the Bureau might desire to consider obtaining from the field offices at three-month intervals a list by classification of the total number of cases of which each office is origin as well as the total number of cases pending in each classification.

Mr. Clegg pointed out that it has been ascertained that we have no accurate indication as to the total number of cases supervised by any particular desk except in the case of Selective Service Supervisors, where it is known how many cases are pending; that formerly through the monthly administrative report this information was available inasmuch as each office listed by classification the number of cases pending; that the present "stream-lined" classification administrative report merely gives us the total number of security cases as well as the total number of general investigative cases in the field.

The Conference was of the unanimous opinion that it would be desirable to obtain quarterly from the field a list of all pending cases by classification so that this information would be available not only for the Inspection and Training Division in its inspection of the work at the Seat of Government but also for the Assistant Directors in charge of the Investigative Divisions, keeping in close touch with the number of cases being supervised by each Special Agent Supervisor.

Should the Director approve, the attached communication will go forward to the field.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY SP5/BJC

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Hendon

Mr. Clegg

EX-24

RECORDED
INDEXED

66-2534-3962
18 13 1
30 AUG 25 1945

80 AUG 27 1945

WRG:AB

THE DIRECTOR

AUGUST 17, 1945

THE EXECUTIVE CONFERENCE

On August 10, 1945, the Executive Conference, consisting of Messrs. E. A. Tamm, McGuire, Hendon, Ladd, Tracy, Coffey, Gurnea and Glavin, considered ~~a~~ Circular Letter #3924 dated July 12, 1945, by the Attorney General concerning a communication from the President regarding the necessity of extreme care in the handling of ~~Government funds~~.

The Conference recommended that the Attorney General's comment together with the comment of the President be transmitted to the field by a special Bureau bulletin with the Director's comment concerning the necessity for continued care of all funds.

Subject to the Director's approval, attached hereto is a bulletin to all investigative employees concerning this particular matter.

Respectfully Submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY 855/c/b

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED
73
EX-11

166-2554-13963
30 AUG 25 1945

60 AUG 27 1945 243

EPM:JD

August 21, 1945

General Alexander A. Vandegrift
Commandant of the Marine Corps
Headquarters Marine Corps
Washington 25, D. C.

Executive Conference

- VIA (1) THE POST QUARTERMASTER, QUANTICO, VIRGINIA
(2) THE COMMANDING GENERAL POST
(3) THE QUARTERMASTER GENERAL OF THE MARINE CORPS

Dear General Vandegrift:

Effective September 1, 1945, the Mess at the FBI Academy located on the Marine Corps Reservation at Quantico will be handled by a private contractor, Cleaves Food Service Corporation. This action is consistent with conversations had with Major General P. J. Torrey.

If consistent with regulations, it would be very much appreciated if the organization selected by us to handle the Mess were permitted to make purchases from the Marine Corps Commissary as well as the Post Bakery on the reservation.

I know this arrangement would insure a most satisfactory service at our Mess and can assure you it would be greatly appreciated by those of us in the FBI.

With assurances of highest regards and best wishes,

Sincerely yours,

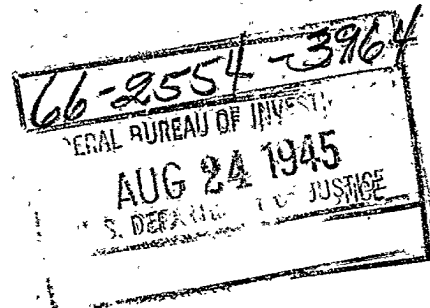
John Edgar Hoover
Director

Approved by Executives' Conference 8/20/45, Messrs.
E. A. Tamm, Glavin, Carroll, Hendon, McGuire, Ladd,
Coffey, Tracy and Morgan.

#323913
DECLASSIFIED
DATE 2/17/93 BY SP-6

RECORDED

EX-27



ORIGINAL COPY FILED IN 66-65-7602

140

SJT:js

August 8, 1945

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Rosen, Hendon, Lee, Long and Tracy, on August 7, 1945 considered a request of the Immigration and Naturalization Service at Philadelphia for the Bureau to make a file check against the investigative indices of the Bureau in connection with the fingerprint search presently being made on aliens who have applied for naturalization. The Immigration and Naturalization Service has advised the Bureau telephonically the Attorney General desired in the future that a file check be made in addition to the search of the fingerprint card for a criminal record.

The Conference was unanimously of the opinion the requested additional search should be made, however, it will be necessary for the Immigration and Naturalization Service to supply a separate request from the fingerprint request, this being an administrative necessity. If you approve, there is attached hereto a letter to the U. S. Immigration and Naturalization Service at Philadelphia.

Respectfully,
For the Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/93 BY *SP/PCA*

RECORDED
E. A. Tamm

INDEXED 66-2554-3965

E. A. Tamm

EX - 22

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71
50 AUG 23 1945

COPY:MB

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

EW:PMW

TO : The Director

DATE: August 11, 1945 #323713

FROM : Mr. A. Rosen

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/12/93 BY 8201/bu

SUBJECT: DISCONTINUED PROJECTS BRANCH
ADJUTANT GENERAL'S OFFICE
OMAHA, NEBRASKA
Source of Information

Executive Conference

As you know, thousands of civilians have been employed by the War Department in the past few years. It has been ascertained that the Commanding Officer, Discontinued Projects Branch, Adjutant General's Office, Omaha, Nebraska, is in charge of maintaining personnel, medical and intelligence files on all such civilian employees who have been separated from employment. In those instances where the employee has returned to employment with the War Department the file is removed for current use. However, a notation is made as to the location of the file. In addition there are maintained at this depot the personnel files of student nurses of the Cadet Nurse Corps.

Major Osmy A. Vining, the Commanding Officer, has advised that he will make these files available to the Bureau upon request.

RECOMMENDATION:

RECORDED

EX - 58

66-2554-3966

Inasmuch as these files contain considerable background information that would be of value to any Bureau investigation wherein subjects or witnesses were employed by the War Department it is recommended that this information be made available to all investigative employees. A Bureau Bulletin containing this information is attached for your approval.

INITIALS ON ORIGINAL

Attachment

ADDENDUM: On August 17, 1945, Bulletin approved by Executive Conference, with Messrs. Glavin, Hendon, McGuire, Coffey, Lorgan, Tracy, Ladd and Rosen in attendance.

2017年12月25日

THE DIRECTOR

August 8, 1945

EXECUTIVES' CONFERENCE

At the present time Saturday afternoon has been set aside as the period for conferences between officials at the Bureau and SACs who are in Washington attending In-Service training. After August 13, 1945, the work week of Bureau employees will be concluded at 1:00 P.M. on Saturday afternoon.

The Executives' Conference on August 8, 1945, considered the advisability of continuing the present arrangement for conferences on Saturday afternoon or changing it whereby all day Saturday, the last day the SACs are in town, will be set aside for conference purposes. It is to be noted that Saturday, the last day of In-Service training, is given over largely to panel forums conducted by representatives from the various divisions. The Conference felt that the conferences of the SACs with the heads of the various divisions would necessarily be tantamount to their presence at the panel forums proper.

Accordingly, the Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Tracy, Hendon and Morgan, recommended that all day Saturday, the last day of In-Service training, be set aside for conferences of SACs and Bureau officials, thereby making it possible under unusual circumstances for the latter to be free on Saturday afternoon.

Respectfully,
For the Conference.

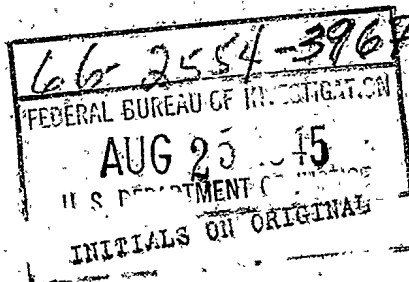
Clyde Tolson

E. A. Tamm

cc: Mr. Hondon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED



ORIGINAL COPY FILED
1-19-1075- Destroyed per 66-3286-133

SEP 5 1945

July 24, 1945

ADDITION TO THE MANUAL
OF RULES AND REGULATIONS

With reference to the application of Section 645, Title 18, United States Code, Special Agents should, in cases where firearms are recovered from individuals apprehended in connection with crimes mentioned in this Statute, call this fact to the attention of the appropriate United States Attorney handling the prosecution of the case at the time of trial in order that the United States Attorney may then seek a court order ordering the confiscation and disposal of the particular firearms.

Agents should not wait until after the prosecution of the case has been terminated and the case closed to request the United States Attorney to take this action inasmuch as it would require the United States Attorney to request the court to reopen the entire proceedings for the sole purpose of disposing of the firearms.

Approved by the Executive Conference, 72-7-45, with Messrs. Tolson, Glavin, Tracy, McGuire for Nichols, Hendon, Lee, Ladd and Rosen in attendance.

523013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY [signature]

INDEXED

EX-27

66-25546-3968
FEDERAL BUREAU OF INVESTIGATION
AUG 28 1945
U. S. DEPT. OF JUSTICE

ORIGINAL COPY FILED IN 66-1934

OFFICE MEMORANDUM
GMM:MCM

UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 13, 1945

FROM : M. A. Jones

SUBJECT: Offenses Known to the Police, Cities Over 25,000
in Population, January - June,

Attached hereto is a suggested letter to be sent to the various Special Agents in Charge, along with copies of the tabulation entitled "Offenses Known to the Police, Cities Over 25,000 in Population, January - June, 1944 - 1945." subdivided by states. It is planned that this letter should go to all Offices with the exception of Washington Field and Quantico. If the letter is approved, it is requested that after signing it should be returned to the Crime Records Section and we will then proceed to have it reproduced by the Mechanics Section.

Attachment

Approved 8-14-45, by the Executive Conference, consisting of Messrs. Tamm, Hendon, McGuire, Ladd, Tracy, Morgan, Coffey, Carroll and Glavin.

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DATE 2/17/93 BY 352/pe

66-2554-3969
FEDERAL BUREAU OF INVESTIGATION

AUG 28 1945

U. S. DEPARTMENT OF JUSTICE

72 AUG 29 1945

INITIALS

ORIGINAL COPY FILED IN 33

-19514 #
12-362

AML:CSH

THE DIRECTOR

Executives Conference

August 25, 1945

Proposed posters re bank robbery
and thefts from interstate shipments

At a meeting of the Executives Conference on August 24, 1945, attended by Messrs. Tamm, Glavin, Coffey, Morgan, Tracy, Hendon and Ladd, consideration was given to the revised posters (which the Conference had previously recommended be prepared) for distribution to all banks relative to the Bureau's jurisdiction in bank robberies, and for distribution to all trucking companies relative to the Bureau's jurisdiction in connection with thefts from interstate shipments. The Conference unanimously approved these revised posters and recommended that they be printed up on white paper stock, size 8 x 10 1/2".

In connection therewith the Conference on August 23, 1945 approved a proposed circular letter, to be signed by the Director and sent to all banks, explaining the Bureau's jurisdiction, which letter will carry as an enclosure the poster dealing with the bank robbery statute. It is recommended that 22,000 of these letters and posters be prepared and that thereafter copies of the poster and the letter be transmitted to each field office to be mailed by them to the banks on their mailing lists.

It is recommended that 30,000 of the posters dealing with thefts from interstate shipments be likewise prepared and transmitted to the Bureau's field offices for distribution by them to the trucking companies in their territories.

The above procedure was unanimously approved by all members of the Executives Conference.

Respectfully,
For the Conference,

Glyde Tolson

Edward G. Tamm

cc Mr. Clegg
cc Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 2/17/93 BY 0-20

RECORDED
&
INDEXED

62

199

66-2554-3970

60 AUG 29 1945

AUG 28 1945

TO: THE DIRECTOR

DATE: August 25, 1945

FROM: D. M. LADD

SUBJECT: INDIVIDUAL EXCLUSION PROGRAM

You will recall that an Individual Exclusion Program was inaugurated by the Western, Southern, and Eastern Defense Commands in the Fall of 1942.

Information which resulted in individual hearings by the Military was for the most part based on reports or lists of names which had been furnished by this Bureau to the local offices of the Military Intelligence Service.

The responsibility of enforcing individual exclusion orders has been the duty of this Bureau.

Prior to V-E Day, the Military Authorities issued instructions, to be effective upon the termination of hostilities, rescinding all exclusion orders and closing all pending cases.

In view of the unconditional surrender of Japan, I have in the enclosed Bulletin which I submit for your consideration and approval, instructed the Field to close all files administratively and to cease all activity immediately.

8/27/45 - Approved by Exec. Conf.
consisting of Messrs. Tamm, Glavin,
Coffey, Tracy, Morgan, Hendon & Ladd

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HEREIN IS UNCLASSIFIED

DATE 2/17/93 BY SP5/bcc

RECORDED

EX - 40

66-2554-397H

60 AUG 29 1945

WRG:AB

THE DIRECTOR

AUGUST 27, 1945

THE EXECUTIVE CONFERENCE

47323013
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HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY *[Signature]*

28
The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Hendon, Tracy, Coffey, Morgan, Nichols, and Glavin, considered a request of the San Antonio Office to close that office at midnight rather than keeping the office open 24 hours a day.

It was pointed out to the Conference that the Special Agent in Charge at San Antonio feels that in view of the fact that hostilities have ceased and the censorship office has closed, the San Antonio Office could be closed at midnight.

The Conference recommends approval of the request of the San Antonio Division to close at midnight.

With reference to other offices open ^{*service*} 24 hours a day, this matter has been given consideration and requests are going out to those offices to secure justification for their remaining open on a 24-hour a day basis.

Subject to the Director's approval, there is attached hereto a teletype to the San Antonio Office.

Respectfully submitted,
FOR THE CONFERENCE

gh.
fl.
[Signature]
Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
EX-15

166-2554-3973
F B I
20 AUG 28 1945
[Signature]

HMG:RS

THE DIRECTOR

August 1, 1945

EXECUTIVES' CONFERENCE

On July 30, 1945 the Executives' Conference those present being Messrs. Tracy, Rosen, McGuire, Hendon, Glavin and Clegg considered the status of NRA graduate Edwin Savory former Superintendent of Police at Radford, Virginia and who is now employed as Junior Custodial Officer with the Federal Reformatory at Petersburg, Virginia. The question has arisen as to whether Mr. Savory should be recorded as a law enforcement officer or with an asterisk to show he is out of law enforcement. The Executives' Conference was unanimous in the opinion he was not in law enforcement work as intended in the use of such terms in listing graduates in NRA Directory. It is recommended his name be listed with an asterisk as being out of law enforcement work.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

166-2554-3973
32 AUG 28 1945

199
EX-27

#323013
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DATE 2/17/83 BY SP-6/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 AUG 30 1945

EPM:ER

THE DIRECTOR

AUGUST 13, 1945

EXECUTIVES' CONFERENCE

PHYSICAL EXAMINATIONS AT QUANTICO

On August 10 the Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Hendon, McGuire and Morgan, considered the attached memorandum submitted by W. W. Burke, Supervisor in Charge of the Quantico Academy, with respect to physical examinations afforded our agents at Quantico. Mr. Burke has stated that he has personally observed the examinations given recently and they favorably compare with physical examinations which he has previously received in the Bureau. He has informed that when examined at the U. S. Naval Hospital at Bethesda there is included a chest x-ray and a feces examination but these additional tests are made in connection with a specific survey being conducted by the physicians at that particular hospital. This latter fact being common knowledge to our agents was noted to provide the incentive for preferring the Bethesda examination.

Mr. Burke has observed that the Executive Officer and entire staff of the Quantico hospital are now, as in the past, most cooperative and friendly to us; that on every occasion when their assistance has been needed they have responded wholeheartedly and have done all we could ask for; that we have no other medical or hospital services available at Quantico and must continue to use Navy facilities; and that any criticism of the examination afforded our personnel would be met with resentment and resulting disruption of our present favorable relations. Accordingly, he urgently recommended that no action be taken at this time.

The Conference noted that the number of examinations at Quantico has very recently been cut from 25 to 15 per week and recommended that no further action be taken at this time.

#323013
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HEREIN IS UNCLASSIFIED

DATE 2/17/93 BY SP5CJ/PCA

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

62
AUG 30 1945

RECORDED
&
INDEXED

A. Tamm

EX-27

66-2554-3974

HHC:RS

THE DIRECTOR

AUGUST 11, 1945

EXECUTIVES' CONFERENCE

USE OF TELESCOPIC SITE ON BUREAU RIFLE

A committee composed of Messrs. Wyly, Bryce, Baughman, and Sloan met with Mr. Clegg and when considering other suggestions concerning the rifle it was recommended by SAC Bryce that there be furnished to the El Paso, Phoenix, Butte, Oklahoma City, Denver, and Salt Lake City Offices one rifle equipped with a Zeiss Telescopic Site. Mr. Bryce pointed out that in some gun battle in the Northwest in which local officers participated the criminal had the telescopic site and was thus able to see the officers a further distance and draw a bead on them. As a result several officers lost their lives before the criminal was killed. He felt that in such territories as those specifically mentioned the terrain is such that long distance shooting is very likely and that at least one rifle equipped with this type of site should be available in these offices. It was developed in this discussion that in no Bureau case had the actual shooting ever been for a distance as great as 200 yards, which is the maximum distance at which firearms training is given at the Bureau at present. Mr. Bryce and those favoring his suggestion felt that the training with this telescopic sited rifle should be given only to those who were Administrative Firearms men and Firearms Experts since this gun required very accurate shooting at a great distance. Messrs. Bryce, Baughman, Sloan, and Wyly, the Firearms Experts present, favored this suggestion. Mr. Clegg was opposed feeling that experience had proven it was unnecessary.

The matter was presented to the Executives' Conference August 6, 1945 with Messrs. Rosen and McGuire favoring the suggestion of the experts and with Messrs. Glavin, Coffey, Q. Tamm, Lee, Hendon, Ladd, and Clegg opposing the suggestion.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/7/93 BY 8800/PLC

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon
Mr. Clegg

↑ Layman
H.

EX-40

53 AUG 30 1945 62

RECORDED
INDEXED

166-2554-3975
71 AUG 29 1945

THE DIRECTOR
THE EXECUTIVE CONFERENCE

August 17, 1945

The Executive Conference on August 13, 1945, consisting of Messrs. E. A. Tamm, Tracy, Ladd, McGuire, Hendon, Carroll, Morgan, Coffey, and Glavin considered a memorandum by Mr. Baughman concerning gas masks.

The Conference was advised that Mr. Glavin had inquired of Mr. Baughman as to the ~~new type~~ gas masks used by the Army and if they could be utilized more advantageously by the Bureau than our present masks. Mr. Baughman pointed out in the memorandum attached that the new military gas mask in the possession of the Bureau is obsolete and that the new military gas mask not only has a different shaped carrier case but also has a round rather than rectangular filter canister; that the new canister protects against certain new military gases which our present mask does not protect against. Mr. Baughman further pointed out that it is not felt our present masks are inadequate as in law enforcement use a gas mask needs to protect only against tear gas, harassing gas, and sneezing and choking gas. Mr. Baughman advised that there are two new types of military gas masks - the "service" gas mask which is somewhat similar to our present mask having the canister connected to the face piece by a flexible hose; and the other, the "combat" gas mask having the canister attached directly to the face piece, the canister being on the left-hand side of the face piece for right-handed riflemen and on the right-hand side of the face piece for left-handed riflemen.

In the bulletin attached photographs of the new type gas masks are shown on pages 2 and 3.

Mr. Baughman further pointed out that the ~~new military gas~~ masks are made of synthetic rubber and that this is not as satisfactory a material as the natural rubber of which our present gas masks are made.

Mr. Baughman recommended that no change be made in the Bureau's present gas masks. The Conference is in agreement with Mr. Baughman's recommendation. Mr. Baughman further recommended that since our masks are not at the present time being manufactured that we get appropriate replacement canisters from the Army before the available supply is disposed of. The Conference is in agreement that suitable canisters be secured for each of our present gas masks.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Hendon
Clegg

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DATE 2/12/93 BY SP-10

RECORDED

INDEXED

Respectfully Submitted,
FOR THE CONFERENCE

EX-10

Clyde Tolson

E. A. Tamm

66-2554-3976

626K
A.

copy: MB

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

NOTED

LB:WL
URGENT

TO: COMMUNICATIONS SECTION.

AUGUST 24, 1945

Transmit the following message to:

SAC, NEW HAVEN

RECORDED

EX-27

RE POLICE SCHOOL, CONNECTICUT STATE POLICE. REURLET AUGUST TWENTYONE ADVISING THAT COMMISSIONER HICKEY HAS REQUESTED BUREAU INSTRUCTORS FOR HIS SCHOOL FOR NEW RECRUITS AUGUST THIRTYONE, NINETEEN FORTYFIVE. BUREAU APPROVES YOUR PARTICIPATION IN THIS SCHOOL. SA J.W. MAGEE, LABORATORY, WILL HANDLE "SCIENTIFIC AID TO CRIMINAL INVESTIGATORS" AUGUST THIRTYONE. REMAINING SUBJECTS TO BE HANDLED BY POLICE INSTRUCTORS YOUR OFFICE. ADVISE BUREAU OF EXACT TIME FOR MAGEE'S DISCUSSION.

HOOVER

#323013

CC: MR. E.P. COFFEY (LABORATORY)
ATTENTION: MR. D.J. PARSONS
CC: SA J.W. MAGEE (LABORATORY)
CC: M. A. JONES - CRIME RECORDS

RECEIVED

DATE 2/17/93 BY SP5CJ/bce

Approved Executives' Conference of 8-24-45, those present being Messrs. E.A. Tamm, Hendon, Tracy, Ladd, Glavin, Coffey and Morgan.

COMMUNICATIONS SECTION

AUGUST 24, 1945

ORIGINAL COPY FILED IN 100-34531

510 Trust Company Building
New Haven, 10, Connecticut
August 21, 1945

FJW:DB

Director, FBI

Re: CONNECTICUT STATE POLICE

Dear Sir:

EXECUTIVE CONFERENCE

I am attaching hereto two copies of a letter received at the New Haven Field Division today from Commissioner Edward J. Hickey of the Connecticut State Police, asking for assistance in connection with the post-war training school for new recruits now being conducted by the Connecticut State Police at Bethany, Connecticut. Recently the Connecticut State Legislature approved the appointment of thirty-three (33) new State Police Officers and these recruits are presently in training at the Connecticut State Police Training School, Bethany, Connecticut.

It is noted that Commissioner Hickey requested that I personally address the school on law enforcement from the federal angles, citing the various federal statutes which require the attention of the Federal Bureau of Investigation, and that he further desires lectures by Bureau police school instructors on Fingerprint Identification and the National Identification Bureau, and Scientific Aids to Criminal Investigators.

It is noted that Mr. Hickey desires the FBI police school lecturers on August 31, 1945.

In my opinion the Bureau should accept this invitation because it will afford an ideal opportunity of getting across to the new troopers the work of the FBI and its relations with other law enforcement agencies. Also it will be in line with the present Bureau policy to help any law enforcement organization in police school training, which has been consistently followed in the State of Connecticut.

RECORDED

The Bureau's attention is called to the fact that in the majority of police schools conducted by police departments in the State of Connecticut with the assistance of the New Haven Field Division

66-2507-3777

FEDERAL BUREAU OF INVESTIGATION

AUG 28 1945

U. S. DEPARTMENT OF JUSTICE

3230/3
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DATE 1/17/93 BY [signature]

encl filed
with orig. 8/28/45
msh

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Director

- 2 -

August 21, 1945

one of the lectures on the schedule is usually made by a representative of the State Police, the subject matter usually relating to Connecticut State Statutes. Any deviation from our present policy in the State might in the long run reflect unfavorably towards the Bureau. Further, over a period of time, the contacts made with these new recruits in the State Police might be of material benefit to the Bureau, particularly should there be a change in Commissioners.

In the event the Bureau instructs that this invitation be accepted, I will arrange with Commissioner Hickey to personally address the school on the subject of Federal Statutes over which the Federal Bureau of Investigation has investigative jurisdiction, on a date mutually satisfactory to the Commissioner and this office, and I recommend the assignment of Special Agent LIONEL L. MEUNIER of this office to handle the subject of Fingerprint Identification and the National Identification Bureau. With regard to the subject of Scientific Aids to Criminal Investigators, I believe the Bureau should designate a competent lecturer from the FBI Laboratory in order to create a favorable impression with the new recruits at the school.

It is requested that the Bureau advise this office by teletype whether Commissioner Hickey's invitation should be accepted, and at the same time designate a representative of the FBI Laboratory to handle the Laboratory assignment in connection with the school.

Very truly yours,

Roger F. Gleason, SAC

Enclosures (2)

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

KCW:LS

TO : THE DIRECTOR

DATE: August 7, 1945

FROM : A. ROSEN

SUBJECT: DESERTERS

We have been having an increasing amount of difficulty in the proper handling of deserter cases when the various services where it has been found a single individual has served in two or more of the services under different names. In this particular instance, these two names are: [redacted] served in the same service under two or more names. Since all of our contacts with the services, both in the field and at the State of Government, are with reference to the names and number of the deserter or person first furnished to the Bureau when our assistance is requested, it is believed that this original name and number should appear in all communications. In some letters even though it might be determined that the name originally furnished by the service is actually an alias.

ALL INFORMATION CONTAINED

There is attached a suggested Bureau Bulletin setting forth this problem and instructing the field to carry the name and number originally furnished by the interested service in all communications so these can be properly identified.

Attachment

ADDENDUM: The Executive Conference on August 17, 1945, attended by Messrs. Glavin, Hagan, McGuire, Tor Nichols, Coffey, Morgan for Clegg, Tracy, Ladd and Rosen, unanimously approved the attached Bureau Bulletin.

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2/7/83 *gsc/ha*

RECORDED

66-2554-3978

FEDERAL BUREAU OF INVESTIGATION
1- AUG 23 1945
U. S. DEPT. OF JUSTICE

INITIALS OF FIELD OFFICE

ORIGINAL FILE IN 66-2554-3978

WWB:kjs

MR. CLEGG

August 24, 1945.

W. W. BURKE

BEDS FOR MESS MEN'S BARRACKS
F. B. I. ACADEMY QUANTICO, VIRGINIA

The beds in the colored messmen's barracks at the F. B. I. Academy at Quantico, Virginia are the property of the Marine Corps, and are to be removed at the time that the Hostess House relinquishes control and operation of the "Mess".

It is requested that authority be granted to place in the mentioned barracks fourteen beds from the surplus now in possession of the Bureau.

ADDENDUM: Approved by Executives Conference 8-24-45 Messrs. E.A. Tamm, Glavin, Cooley, Ladd, Tracy, Hendon and Morgan in attendance. ~~W~~ EPM

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DATE 7/17/93 BY *[signature]*

RECORDED
INDEXED

EX-4

66-2554-3979
FEDERAL BUREAU OF INVESTIGATION
AUG 28 1945
U. S. DEPARTMENT OF JUSTICE

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66-65-461 Destroyed

COPY:MB

EPM:ER

August 21, 1945

27
Honorable C. M. Wilhelm
Commissioner of State Police
Harrisburg, Pennsylvania

My dear Commissioner:

Executive Conference

Mr. James B. Foster, Special Agent in Charge of our Pittsburgh Office, has brought to my attention the fact that the Pennsylvania State Police contemplates the installation of a state-wide radio system in connection with its work. I wish to congratulate you on this move as it will undoubtedly increase efficiency in the solution of our mutual problems.

Since the Presidential Directive of September 6, 1939, your organization has cooperated to the fullest extent with the Federal Bureau of Investigation in connection with matters relating to the internal security over which we have investigative jurisdiction and also in other matters of mutual interest.

In the event you should deem it necessary I shall be very glad to direct a communication to the Federal Communications Commission advising of your cooperation and assistance during the crucial war period.

Sincerely yours,

J. Edgar Hoover

cc: SAC, Pittsburgh
SAC, Philadelphia

Approved by Executives' Conference 8-20-45, those present being Messrs. E.A. Tamm, Coffey, Rosen, Ladd, Tracy, Hendon, McGuire and Morgan.

COMMUNICATIONS SECTION
AUGUST 22, 1945 PM

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/17/93 BY SP5CJ/bcc

RECORDED

EX-27

337

66-2554-3980
FEDERAL BUREAU OF INVESTIGATION
AUG 27 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 62-7773-322-2
Destroyed

FIG:RS

THE DIRECTOR

August 1, 1945

EXECUTIVES' CONFERENCE

SURPLUS PROPERTY MATTERS

Mr. Conrad of the Laboratory has conferred with representatives of the Defense Supplies Corporation concerning police radio and related equipment which might be used in law enforcement. It appears it would require considerable time to obtain an accurate estimate from the police throughout the country of their need for radio equipment and one of the representatives of the Defense Supplies Corporation suggested the Bureau might wish to form a representative committee made up of various police organizations in order to arrive at such an estimate. It was pointed out by Mr. Conrad that the needs would vary greatly in different organizations and would vary also proportionate to the cost of the equipment. The Defense Supplies Corporation added that a satisfactory approach might be to ask each law enforcement agency how much money it could spend and give the agency the equipment it could show a need for and the cost would be proportionate to the available funds. This, of course, would provide a different charge for each department even though they might obtain the same equipment if their available funds were different. Mr. Conrad felt that the Bureau should not participate in this program but that the matter be referred to the IACP for handling. Mr. Coffey felt that the IACP and Associated Police Communications Officers should handle this problem.

For the past several years the Bureau has acted as a clearing house in helping the Defense Supplies Corporation ascertain the need for radio equipment by individual police organizations which had ordered them. It has required a small amount of investigative work and where the facts showed there existed a real need the Bureau has pointed out its findings to the Defense Supplies Corporation as an aid in establishing police priorities on scarce equipment.

It was the opinion of the member of the Executives' Conference, the following being present Messrs. Tracy, Rosen, McGuire, Hendon, Glavin and Clegg on July 30, 1945 that the Bureau continue to serve in this capacity and that it would be unwise to refer this to IACP or any other police association. It would merely serve to build up such agencies without justification.

One suggested way of getting the notice to the police as to the availability of certain radio equipment would be to publish such fact in the Law Enforcement Bulletin as soon as a suitable statement could be prepared by the Defense Supplies Corporation and as soon as their policies were established based upon the findings at that time. A continuation of the arrangement could be made without a survey or without too much effort to aid the police in getting their surplus type.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
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HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY SP-1/see

11/10

If this is approved, a letter will be prepared to the proper official of the Defense Supplies Corporation advising of the Bureau's willingness to cooperate in a program to aid in the disposal of such property to such departments as are interested.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.
H.
CC: Mr. Hendon
Mr. Clegg

WEG:JM

THE DIRECTOR

8/7/45

THE EXECUTIVE CONFERENCE

Suggestion by ^{W.C. V}ASAC ~~Hinze~~
Philadelphia Field Division

The Executive Conference of August 7, 1945, consisting of Messrs. E. A. Tamm, McGuire, Ladd, Tracy, Long, Rosen, Lee, Hendon and Glavin, was advised that Assistant SAC Hinze of the Philadelphia Office had communicated with Mr. Glavin for the purpose of securing the Bureau's reaction to the Philadelphia's Office preparing an ad in the newspapers for apartments for Special Agents and having the Philadelphia Office telephone number included therein.

The Conference was advised that Mr. Hinze had commented on the fact that Agents coming into Philadelphia cannot find living quarters at the present time.

The Conference was further advised that Hinze was advised by Mr. Glavin that placing such an ad would be undesirable, and the Conference agreed that such a procedure would be undesirable.

Respectfully submitted,
FOR THE CONFERENCE

#323013
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HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY SP-1/bee

Glyde Tolson

E. A. Tamm

CC-Mr. Clegg
CC-Mr. Hendon

AK
H.

RECORDED
&
INDEXED

166-2551-3983

32 JUL 29 1945

EX-40
BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AR:MP

THE DIRECTOR

July 27, 1945

The Executive Conference

ELIMINATION OF SUBMISSION OF
INTERIM REPORTS BY THE FIELD

The Executive Conference on July 27, 1945, with Messrs. Tolson, Glavin, Tracy, McGuire for Nichols, Hendon, Lee, Ladd and Rosen in attendance, considered the suggested procedure that reports in certain types of cases should only be submitted to the Bureau upon the conclusion of the investigation, in line with the streamlining procedures and the elimination of unnecessary paper work.

In addition to the recommendation of the Conference that this matter should not be considered favorably because it was impractical, the views of SACs Brantley, Drayton, Fletcher and Vincent were obtained. All four SACs disapproved the procedure set forth in the proposed bulletin to eliminate certain types of interim reports primarily on the ground that it was impractical.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

#223,013
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HEREIN IS UNCLASSIFIED
DATE 2/12/93 BY sp5 cy/6/ae

RECORDED

INDEXED

166-2334-3984

32 AUG 29 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AK
H.

12-12

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140

F 2180

MR. DIRECTOR

CONFERENCE

August 21, 1945

~~CONFERENCE~~
~~CONFERENCE~~
~~CONFERENCE~~

The Executive Conference on August 21, 1945, Messrs. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Gurnea being in attendance, considered the advisability of taking steps at this time to acknowledge assistance rendered the Bureau by cooperating law enforcement agencies during the war. The Conference felt that certificates and individual letters to departments would probably be undesirable in view of the enormity of the task entailed in preparing such communications and, further, there might be some departments that had cooperated in security matters which have not been particularly cooperative in general Bureau problems.

Mr. U. A. Tamm suggested, unanimously concurred in by the Conference, that an edition of the Law Enforcement Bulletin set forth a letter from the Director to the heads of all law enforcement agencies expressing generally our appreciation for the cooperation and assistance rendered in the security program. If approved, an appropriate letter will be prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

RECORDED
INDEXED

66-2554-3985

323013
DATE 2/17/93
SEARCHED
SERIALIZED
INDEXED
FILED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

140
AUG 31 1945

NRG:7J

THE DIRECTOR
THE EXECUTIVE CONFERENCE

August 21, 1945

The Executive Conference of August 17, 1945, consisting of Messrs. Hendon, Ladd, McGuire, Tracy, Morgan, Coffey, Rosen, and Glavin considered a suggestion submitted by Special Agent Lester C. Wilhelm during his attendance at in-service school.

Agent Wilhelm suggested that he felt it would be a very good policy for the Bureau to issue instructions to all Special Agents in Charge that Agents coming in to new field offices should not be assigned to late duty or Sunday duty until they have been in the territory for a definite period of time. He suggested a period of 3 months. He advised that as a reason for his suggestion is that certain questions arise which knowledge of the territory, persons residing in the territory, et cetera, would be of considerable value in properly handling the complaint desk or supplying information.

The Conference is in agreement with Mr. Wilhelm, the Conference feeling that Agents new in a particular territory do not know the various ramifications which are present in the particular field territory and could not handle such specialized duties as well as a man who is entirely acquainted with the territory in question.

It is recommended that instructions go forward to all Special Agents in Charge stating that newly assigned Agents to their particular territory who do not possess previous knowledge concerning the territory not be assigned to complaint or night duty until a period of 3 months has passed, which period will permit sufficient time for the Agent to become acquainted with the territory to which he is assigned.

Should the Director approve, appropriate instructions will go forward to the field.

RECORDED

& Respectfully Submitted,
1945 FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon
Mr. Clegg

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HEREIN IS UNCLASSIFIED
DATE 1/17/93 BY 8552/6 JPM

EPM:ER

THE DIRECTOR

AUGUST 13, 1945

EXECUTIVES' CONFERENCE

XAEJKA
NPA NEWS LETTER

Recently the field offices have been instructed to submit a separate memorandum regarding each graduate when furnishing information regarding NPA graduates which might be of interest for inclusion in the NPA News Letter. In order that this material might be available in reviewing individual files of graduates, the Executives' Conference recommended that the memoranda submitted by the field be filed in the individual files of the graduates rather than in the News Letter File. Appropriate instructions are attached hereto to Mr. Nichols in this regard.

Those present at the Conference on August 10, 1945, were Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Hendon, McGuire and Morgan.

Respectfully,
For the Conference

Clyde Tolson

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DATE 2/12/92 BY SP-2/6

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED
24

V
166-2554-3987

32 AUG 29 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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FBI
DEPT OF JUSTICE

AK
EX-24
140

EFC:AF

THE DIRECTOR

August 22, 1945

THE EXECUTIVE CONFERENCE

~~CONFIDENCE MEN AND CONFIDENCE MEN~~

The Conference on August 22, 1945, consisting of Messrs. E. A. Tamm, Glavin, Coffey, McGuire, Morgan, Tracy, Hendon, and Ladd, considered the suggestion of Special Agent Richard Frank of St. Paul, the proposed that the Bureau's Laboratory set up a handwriting and typewriting file on confidence men. He pointed out that documents are usually exchanged during a confidence game and are available in the subsequent investigation. He proposed that the material for the file be accumulated by circularizing the field divisions and further by reviewing all NSP cases recently in the Bureau and finally, by obtaining from Confidential General Investigative Informant [redacted] letters and miscellaneous correspondence that the informant has had with confidence men.

b7D

At the present time, the Bureau's Laboratory has a handwriting file on Federal defendants which does contain a limited amount of handwriting of confidence men. The Conference was unanimously of the opinion that this suggestion had some merit, but that in view of present retrenchment problems it should not be adopted at this time. The Conference recommended that it be reconsidered a year hence.

The Conference made an exception of that part of the recommendation that referred to Confidential General Investigative Informant [redacted] and since this would entail little work it is recommended that Informant [redacted] be interviewed with the objective of obtaining from him as much material as he may have in the way of handwriting or typewriting of confidence men. This latter material would be held in the Bureau in the general file on [redacted] so that it would be available subsequently should the Bureau desire to set up the proposed file.

b7D

In the event you approve, letters have been prepared to Agent Frank and the Special Agent in Charge at St. Paul.

Respectfully,

For the Conference

REC-8

INDEXED 7/32

AUG 29 1945

Glyde Tolson

EX-40

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

I don't agree. Retrenchment should apply to war activities. Clegg sent to regular criminal work.

H.

140

#323013
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DATE 2/17/93 BY [signature]

EPM:ER

THE DIRECTOR

AUGUST 22, 1945

EXECUTIVES' CONFERENCE

~~QUARTERLY~~ CONFERENCE FOR AGENT SUPERVISORS

The Executives' Conference on August 22, 1945, those present being Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Morgan, considered and approved the following program for the Quarterly Conference of Supervisors at the Seat of Government (Third Quarter) to be held in Assembly Room #1 of the Justice Building at 7:30 P.M. on Friday, September 21, 1945:

1. Lecture -- Significant Developments in the Crime Survey
2. Lecture -- The Electronic Microscope and Its Application to Investigations
3. Intelligence Involved in the Atomic Bomb Experimentation
(To be a discussion of the CHIRAD Case and related matters not regarded as strictly confidential at this time)
4. Oral quiz based on the FBI Handbook.

Attached for approval is a letter directed to all Bureau Officials and Supervisors advising them of the conference.

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DATE 2/17/93 BY SP-5 JSC/SLC

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
EX - 24 INDEXED

66-2634-3989
38 AUG 29 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

DEP:ER

THE DIRECTOR

AUGUST 20, 1945

EXECUTIVES' CONFERENCE

~~MAINTENANCE OF~~ CONFIDENTIAL NATIONAL DEFENSE INFORMANTS' REPORTS

In order to establish uniformity of procedures in the handling of written reports submitted by confidential National Defense informants the problem was submitted to selected Bureau officials and Special Agents in Charge. The question specifically was whether these reports should be placed in the administrative files relating to each specific informant with excerpts from the reports to be included in the regular investigative case report when information of value is submitted. As a corollary to this suggestion a further suggestion was made that a separate file be maintained in the same folder with the administrative file so that the report submitted by the informant would be separated from other administrative matters in his file. The following observations were made:

ASSISTANT DIRECTOR CONNELLEY - that the suggested procedure would be a desirable practice inasmuch as it would permit readily the evaluation of information supplied by informants and in checking up on the informant's activities. (Mr. Connelley further suggested that in this file memoranda as to any specific requests made of the informant to obtain information be set forth and that a second administrative file be maintained to include other matters appropriately included in an administrative file.)

SAC BRANTLEY - that the suggested procedure would assist in determining the type of information the informant had been submitting and evaluating his services.

SAC FLETCHER - that it would be of value to maintain informant's reports separately inasmuch as the informant may desire to use them at some future date in order to refresh his memory should he be willing to testify in court; that the reports themselves should be maintained separately from other administrative matters relating to the informant.

SAC PIERCE - that the suggested procedure provides more security for the reports, assists in determining the regularity of their submission, their quality, number of suspects identified by the informant, etc.

SAC SCHMIDT - opposed the suggestion inasmuch as there is no provision for including information received orally from an informant in an administrative file; by filing it in the administrative file there might be a possibility of overlooking the information and not properly handling it in connection with the investigative case; that the suggested procedure would be cumbersome inasmuch as it would result in unnecessary creation of additional files or sub-sections to files and would effect a great deal of duplication.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg

73 AUG 31 1945

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DATE 2/12/93 BY SP5C/B

On August 20, the Executives' Conference considered the matter and unanimously recommended that the suggested procedure be adopted; that is, that written reports submitted by confidential National Defense informants be placed in a separate section of the administrative file relating to a particular informant and that those informants who type their reports be encouraged to submit them in duplicate in order that the duplicate copy might be filed in the appropriate case file. It is, of course, recognized that in those instances where informants supply information orally which is reduced to memorandum in the office a copy of this memorandum might also be filed in the appropriate section of the administrative file.

Those present on August 20 were Messrs. E. A. Tamm, Coffey, Rosen, Ladd, Tracy, Hendon, McGuire and Morgan.

Subject to approval, appropriate instructions will be issued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H.

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DATE 2/17/93 BY SP5u/bee

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THE DIRECTOR

AUGUST 1, 1945

EXECUTIVES' CONFERENCE

JUVENILE DELINQUENCY CONTROL INSTITUTE
UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is preparing a program for a Juvenile Delinquency Control Institute which will propose to provide three months training to a group of 25 police officers. The Institute is scheduled to be held twice a year and to be financed by a \$100,000 fund which it is understood has been obtained.

The Bureau sought the opinion of the California offices as to what action the Bureau should take with the following results:

SAC Pieper advised that the California offices are not interested in having social workers lead the field of law enforcement education and they do not feel they should have to rely on the FBI exclusively for training and he does not think the Bureau should place itself in a position of criticizing or opposing the training of law enforcement officers.

SAC Hood advised that he felt no action should be taken other than having instructors participate in the Institute. He feels the program is too comprehensive and that the school will probably be ineffective; that the Bureau could not compete with the program unless it entered the juvenile delinquency field more extensively than it has in time past and recommended no active steps be taken to oppose the Institute. He advised that Captain Robert Bowling of the Los Angeles Police Department Juvenile Bureau has been approached to take the position of Director of the Institute which would be a part of the University of Southern California.

SAC Murphy at San Diego recommends the Bureau take no positive action. He believes the Bureau's dominant position in the police training field can be retained effectively by continuing regularly scheduled police schools and he suggested the Bureau make an instructor available for specific topics of discussion at the Institute.

EX - 24

INDEXED

62-2564-3992

The Executives' Conference on July 30, 1945, those present being Messrs. Tracy, Rosen, McGuire, Hendon, Glavin and Clegg, unanimously recommended the Bureau take no action; that we not schedule instructors for the school unless requested to do so but in the event the Bureau receives a request for instructors that we should request the full program of subjects being taught together with detailed outlines, if available, in order not to overlap; the Bureau take no initiative in having its representatives placed on the program and that to assign instructors at this time would in fact be lending our name to their campaign for any additional finances. If this is approved the California offices will be so advised.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Clegg

Clyde Tolson

E. A. Tamm

GL:FTN

THE DIRECTOR

323013

INFORMATION CONTAINED

66-2271

August 20, 1945

A. ROSEN

IS UNCLASSIFIED

DATE 2/19/93 BY SP2C/1

~~IDENTIFICATION ORDER FUGITIVES -~~
~~SUGGESTIONS BY SPECIAL AGENT JAMES E.~~
~~BUSHYHEAD ASSIGNED TO THE LOS ANGELES OFFICE~~

Executive Conference

Reference is made to the attached letter from Special Agent James E. Bushyhead of the Los Angeles Office in which he suggests in effect:

- 1) That upon the receipt of an Identification Order a case be opened thereon in each office and assigned to an agent.
- 2) That thereafter an examination be made of the records of the State Department of Motor Vehicles to determine whether a car has been registered by the fugitive or if he is licensed to drive a motor vehicle.
- 3) That the fugitive's photograph, as contained on the Identification Order, be exhibited by all offices to appropriate union officials covering the trades and occupations listed on the Identification Order.
- 4) That an examination be made by each office of the files of the U. S. Employment Service for any record of the fugitive under his true name or known aliases.
- 5) That available confidential informants of all offices be interrogated for any information concerning the fugitive.
- 6) That special occupational licenses covering those trades or occupations the fugitive has been known to follow be examined by all offices.
- 7) That available credit records be examined.
- 8) That an effort be made to determine if the subject has an arrest record not known to the Bureau.
- 9) That "any other appropriate sources of information deemed necessary" be utilized by the agent handling the case.
- 10) That the foregoing suggested investigation be performed, if feasible, in resident agencies as well as the headquarter cities of all offices.

RECORDED

INDEXED

EX-40

66-2551-3993

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

11-11-45
14/0

The desirability of having some of these inquiries automatically made by

Memorandum for THE DIRECTOR -

all offices in selected cases is unquestioned. It appears highly undesirable, however, to issue blanket instructions to this effect, applicable in all cases irrespective of the facts involved or of the investigation previously conducted.

Section 26 of the Manual of Instructions sets forth a number of suggested representative fugitive aids which includes the majority of those listed by the agent. In those cases where the facts and good judgment so dictate, the office of origin in properly discharging its supervisory responsibilities may and should set forth such leads for all offices as appear to be most potentially productive looking toward the apprehension of the fugitive.

In my opinion the institution of the suggested procedure would mechanize our fugitive investigations and remove the responsibility of evaluation and supervision from the office of origin where it properly belongs.

A suggested letter of acknowledgment to Special Agent Bushyhead incorporating these views is attached for your approval.

Attachments

ADDENDUM: The attached letter was approved by the Executive Conference on August 20, 1945, everyone being opposed to the suggestion of Agent Bushyhead except Mr. Tamm. Those present at the Conference were Messrs. E. A. Tamm, Coffey, Morgan, Ladd, Tracy, Hendon, McGuire and Rosen.

I want it further considered. I think the agents' suggestions have much merit. As to adapting them will mechanize fugitive investigations, I am not brutely impressed. It would be the lesser of two evils to mechanize rather than do nothing which I fear happens in all too many instances.

H.

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

cc: Mr. A. Tamm
cc: Mr. Rosen
cc: Mr. Pratt

PAP:md

THE DIRECTOR

A. ROSEN

ALL INFORMATION CONTAINED

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DATE 2/19/93 BY SP-1/b

August 20, 1945

**REQUEST FROM FIELD FOR SEARCHES THROUGH
NATIONAL STOLEN PROPERTY FILE**

At the present time the Theft of Government Property desk receives approximately ten to fifteen requests daily for searches to be conducted by the Bureau on firearms and other property in the National Stolen Property File. Supervisor Charles Brusch, presently assigned to the National Stolen Property desk, advises that on an average, five requests are received daily from the field for similar searches. Generally, the requests from the field pertain to a search to be made on firearms. On occasion, depending upon the urgency of the situation, these requests are received by teletype.

In an effort to eliminate the time required by the supervisors and stenographers to handle these inquiries, particularly wherein no information is available in the National Stolen Property File on the weapon or other article mentioned in the communication, the following recommendation is being submitted for possible consideration by the Executive Conference.

At the present time these requests are submitted by the field in duplicate and come to the supervisor from the National Stolen Property Index desk, Records Section, with the stamped notation "No previous record as listed SPI," (Stolen Property Index) on searches that have been conducted with negative results. Approximately 75 per cent of the requests received from the field result in negative searches in this file.

RECOMMENDATION

It is recommended that the supervisor on the Theft of Government Property desk be provided with a rubber stamp marked "Return to Field Division. No record National Stolen Property File" and that the supervisors be permitted, when a negative search has been made on the weapon or weapons mentioned in the communication, to place this stamp upon the carbon copy received from the field and thereafter route it directly to the Mail Room for immediate transmittal to the inquiring field division. A pencil notation could be made on the original indicating that the inquiring field division had been advised that no record existed together with the date the advice was furnished.

CONSIDERATIONS

It is felt that if favorable consideration is given this recommendation the following advantages would be noted:

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

AUG 31 1945

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66-2564-3994

EX

August 20, 1945

1. Answers to incoming communications from the field would be expedited by at least two days.
2. Dictation on these communications would be considerably lessened.
3. Stenographic time incurred in preparing answers to these communications would be eliminated as well as the time required by the stenographer to take the dictation.
4. A saving in time in the Files Section of the Bureau would be effected as it would be unnecessary for them to handle the communications to the field on negative searches, as well as the time of the Chief of the Division in reading, initialing, etc.

EXCEPTIONS

It is understood, of course, that teletypes could not be handled in this manner nor could a request from the field on a gun on which a record existed in the National Stolen Property File be handled in this manner.

In the event favorable consideration is afforded this suggestion, there is attached a bulletin to the field advising as to this change in procedure.

Attachment

ADDENDUM: Attached Bulletin approved by Executive Conference on August 20, 1945, with Messrs. E.A. Tamm, Coffey, Morgan, Ladd, Tracy, Hendon, McGuire and Rosen in attendance.

OK
H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323,013

JJM:aml

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HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CJ/6C

THE DIRECTOR

8-4-45

The Executives Conference

On July 26, 1945, the Executives Conference consisting of Messrs. Tolson, Coffey, McGuire, Rosen, Lee, Tracy, Glavin and Ladd considered the amount of work the Crime Records Section is handling at the present time in correlating information pertaining to juvenile delinquency for the purpose of determining as a matter of policy as to whether our activities should be expanded or curtailed. It was pointed out that 32% of the Bureau's speeches during an average month last year were before youth groups or pertained entirely to juvenile delinquency matters. Further, that two weeks of the Police Academy course pertains to juvenile delinquency, and that the Training and Inspection Division is furnished copies of all research material regarding crime prevention and juvenile delinquency matters.

In recent months, at the request of local officials, the Bureau sponsored juvenile delinquency training schools in the states of California and New York. Further, the Bureau receives an average of 35 letters a day relative to delinquency matters, and each issue of the Law Enforcement Bulletin contains a special article devoted entirely to juvenile delinquency control. In addition, the Bureau is appraised of the interest the Communist Party has in juvenile groups. So far, the Crime Records Section has been obtaining its information from investigation reports involving juvenile subjects or juvenile victims, for the purpose of scanning them to determine if the case has interest from a crime prevention standpoint or human interest appeal. Magazine articles and newspaper clippings are also studied. Where extraordinary cases are noted, the field is requested to develop during the course of its substantive investigation complete background data on the juvenile, much in the same manner that we formerly obtained information for parole reports. We average ten requests for field investigations a month on the basis of the data furnished by the field. Quarterly memoranda are prepared and furnished to the field offices for assistance in handling speaking engagements on juvenile topics.

RECORDED & INDEXED 66-2554-3295
EX-40 67

The Conference was unanimous in its view that the Crime Records Section should not discontinue all juvenile delinquency research, as the saving would be only the full time service of one clerk and one hour of an Agent supervisor's time per day, but that we should continue as we have been at the present time without any further expansion into a full-fledged crime prevention program. To assist in requesting information from the field, the Conference unanimously approved a form letter setting forth the pertinent information desired, and also was unanimous in authorizing the Crime Records Section to prepare brief quarterly memoranda for the use of the field in making speeches, and to prepare such instruction that may be necessary for the field in obtaining desired data relative to juvenile delinquency matters.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Hendon
Mr. Clegg

AUG 31 1945 140

Wm

Memorandum to the Director

August 4, 1945

It was not felt desirable to recommend a manual change requiring that the age of juvenile subjects be stated in the synopsis of investigative reports, but the Conference did recommend that a letter to all Agents in Charge be forwarded stating the desirability of placing the age of juvenile subjects in the synopsis, and to also furnish the Bureau information on curfew regulations that may be in existence in cities in their districts. The Crime Records Section should also prepare an index of officials of the Boys Clubs of America, showing the names and affiliations of these individuals as a matter of ready reference, so that the Bureau will have available the identities of top-flight experts in youth work as a whole. In view of the Director's position with the Boys Clubs of America this information should be available to him in view of the inquiries he receives.

Letters to the SACs are attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachments

323,813

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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CJ/bce

THE DIRECTOR

July 30, 1945

The Executive Conference

SELECTIVE SERVICE - REPORTS

The Executive Conference on July 30, 1945, with Messrs. Glavin, Tracy, McGuire, Hendon, Clegg and Rosen in attendance unanimously approved revision of Bureau Bulletin No. 11, Series 1945, dated February 7, 1945, listing certain instances in which reports are not to be stamped "filed." In addition to those listed it is desired that the following Selective Service reports not be stamped "filed."

1. Reports in cases involving the re-employment provisions of the Selective Service Act.
2. Reports in cases involving interference by force or violence of administration of the Act.
3. All closing reports in Selective Service cases.

With reference to Item No. 3 above the Crime Statistics Section prepares a monthly tabulation incorporating the reasons for closing Selective Service cases and the Selective Service cases fall in a separate category not properly provided for in Bureau Bulletin No. 11. For instance the following statistics, such as, the subject was insane, subject was prosecuted for one Federal offense, the subject was turned over to another Federal agency, induction was effected, etc., are not provided for in our present regulation.

Inasmuch as these statistics are compiled and are needed the Conference was unanimous in its approval of the suggested change.

Respectfully,
For the Conference

Glyde Tolson

Attachment

cc - Mr. Hendon
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

E. A. Tamm

66-2667-3996
JUL 29 1945

EX-40

too great a responsibility on the Resident Agent in providing adequate security. He favored having Resident Agents borrow appropriate weapons from local police authorities when needed.

SAC Pleser - Unfavorable: primarily because of the difficulty in affording adequate security and the fact that Resident Agencies are sufficiently close to headquarters cities for securing additional manpower and weapons.

The Conference noted that generally those SAC's favoring the suggestion were located in territories having Resident Agencies at points considerably far removed from the headquarters city. Messrs. E. A. Tamm, Ladd, Rosen, Hendon, McGuire and Morgan recommended that the suggestion be adopted with certain qualifications: (1) the matter to be left to the discretion of the SAC based on need and adequacy of security; (2) the Bureau to lay down certain minimum standards of security; (3) the firearms to remain at all times in the Resident Agency except when being used; and (4) there to be no display of the weapons by Resident Agents. Mr. Tracy concurred in those instances where Resident Agencies are located in Federal buildings.

Mr. Coffey opposed the suggestion inasmuch as it laid, in his opinion, the predicate for raids possibly not planned by the SAC.

Subject to approval, there is attached a letter to all SAC's incorporating the majority view of the Conference.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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THE DIRECTOR

August 21, 1945

THE EXECUTIVES' CONFERENCE

MAINTENANCE OF FIREARMS IN RESIDENT AGENCIES

The Executives' Conference on August 20, 1945, Messrs. E. A. Tamm, Coffey, Rosen, Ladd, Tracy, Hendon, McGuire and Morgan being in attendance, considered the observations of selected SAC's with respect to a suggestion that at least one rifle, one shotgun and one machine gun be maintained in Resident Agencies, as follows:

SAC Sloan -- Favorable: firearms other than ~~sidearms~~ are necessary in effecting the apprehension of certain individuals and time may not permit obtaining the necessary weapons from the field office; Resident Agents are selected inasmuch as they have demonstrated their ability to conduct themselves without close supervision and have shown good judgment; and in some Resident Agencies today there are as many Agents as were formerly located in many field offices.

SAC Banister -- Favorable: but to be left to the discretion of the SAC as to what guns are to be assigned and the necessity for assigning guns to a particular agency.

SAC Hood -- Favorable: but only in those instances where Resident Agencies are located in Federal buildings.

SAC Suran -- Favorable: but suitable storing facilities to be obtained to provide adequate security.

SAC Bryce -- Favorable: except with respect to a machine gun, feeling that because of the nature of this weapon adequate security probably could not be afforded.

SAC Scheidt -- Favorable: observing that the suggestion is a good one, particularly with reference to field divisions having Resident Agency offices located a considerable distance from the headquarters city; that there is very little danger of the weapons being stolen and any likelihood thereof is outweighed by the additional protection afforded Agents working away from headquarters in cases where time is of the essence.

SAC Drayton -- Unfavorable: feeling that in emergency cases Agents could return to the headquarters city for the purpose of planning the raid and obtaining the necessary firearms.

SAC Conroy -- Unfavorable: basing his conclusion on conversations with Resident Agents out of the New York office who had experienced no need for additional weapons inasmuch as they are located close to headquarters.

SAC Logan -- Unfavorable: inasmuch as the suggested procedure places

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

Mr. Clegg
Mr. Hendon

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EX - 40

INDEXED

166-2034-3997

[Handwritten signature]

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : D. M. Ladd

FROM : L. R. Pennington

DATE: August 22, 1945

EJE:CAB

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CJ/bm

SUBJECT: NECESSITY FOR BUREAU BULLETIN ON
PROOF OF KNOWLEDGE IN FRAUD
AGAINST THE GOVERNMENT CASES

Operation Conference

In the case entitled "Paul Mosa, et al, Fraud Against the Government" which originated in Baltimore, action was brought against Zeddie Henry Breithaupt, one of twenty-eight counters employed at Bethlehem Sparrows Point Shipyard, Baltimore, Maryland, all of whom were subsequently indicted under Section 80, Title 18, United States Code. The counters turned in false tallies for the piecework performed by various welders, thus causing false labor cost to be presented to the United States Maritime Commission. Breithaupt was brought to trial on May 22, 1945, in the court of Judge William C. Coleman, Federal District Court at Baltimore, and was found guilty. A new trial was granted and resulted in his being found not guilty before a jury on June 15, 1945. The case turned on the question of subject's knowledge that he had defrauded the Government. Judge Coleman stated that Section 80, Title 18, United States Code, was subject to two interpretations which can be summarized as follows:

1. If the false claims are caused to be presented to the Government, it is presumed that the accused knew the Government was being defrauded, and
2. There must be proof that the accused not only knew of the falsity of the claim but also knew he was aiding and abetting its presentation to the Government.

Judge Coleman instructed the jury under interpretation #1 in the first trial and granted a new trial on the grounds that he may have erred in so instructing, and instructed the second jury under the second interpretation as to knowledge as set forth above.

In view of the fact that the Bureau has a number of cases presently under investigation which involve the question of knowledge, coupled with the fact that innumerable cases involving this question will undoubtedly develop in the future, it was deemed necessary to request the Department to furnish an opinion relating to this matter. The Departmental opinion which was received indicated that the Department considers such knowledge essential in this type of case, although the matter has not been decided upon by any court higher than the United States District Court.

In view of the above, it was felt that the field should be alerted to the necessity of developing this type of evidence, particularly until such time as a more definite ruling has been obtained from a higher court.

ACTION: There is attached hereto a proposed bulletin to the field on this subject.

Attachment

8/24/45 - Approved by Exec. Conf.
consisting of Messrs. Tamm, Glavin,
Coffey, Lorgan, Tracy, Hendon & Ladd

RECORDED

66-3554-3998

FEDERAL BUREAU OF INVESTIGATION

AUG 29 1945

U. S. DEPARTMENT OF JUSTICE

DML

ORIGINAL COPY FILED IN 66-6398-46-412

LBN:HBM

THE DIRECTOR

August 29, 1945

EXECUTIVES CONFERENCE

R.T.

The Executives Conference, consisting of Messrs. E. A. Tamm, Ladd, Tracy, Morgan, Coffey, Hendon, Glavin and Nichols, considered Mr. Harbo's suggestion that the attached statement be approved for transmittal to SAC's whenever a request is made of the Field to check police department records, as a result of inaccuracies appearing in the forms sent in by the local police.

Accordingly, the Conference recommended that copies of the attached statement be printed to be sent to the Field whenever the Field is requested to make a special inquiry of a police department.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

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&
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DATE 2/19/93 BY SP-5 C/bc

66-2537-3999
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31 20 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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W. J. [Signature]

EPM:HD

THE DIRECTOR

8/3/45

EXECUTIVES' CONFERENCE

QUANTICO MESS AT FBI ACADEMY

323013
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DATE 2/19/93 BY SP5CJ/b

Both Sholl's Cafeteria and the Hot Shoppes' organization have indicated they would not be interested in operating the Bureau's Mess at Quantico in view of its distance from Washington. A local banker and a local restaurant man at Quantico have both indicated an interest and are presently trying to determine what plans can be made and completed with respect to rationing points. The Restaurant Association has indicated an interest and it is expected that one or two of their representatives will go to Quantico at an early time to look into the matter. The two best prospects at this particular time are (1) the Welfare and Recreation Association, which runs the cafeterias in the Armory and in the Justice Building and in numerous other Government establishments, and (2) Lt. Col. Ward Cleaves, Chief of the Food Service Branch, Subsistence Division, Office of Quartermaster General, who generally has supervision of all Army Messes.

I

The Welfare and Recreation Association has had representatives make two visits to Quantico and they have made most favorable recommendations. Captain Hoover, in charge, has notified Mr. Tracy that he is trying to find a man qualified to operate this establishment and announced that he was interviewing someone with this end in view but that there was some likelihood the man had a bad record. It developed that this individual, in fact, had been court martialed for embezzlement. It was observed that it might become necessary for the Welfare and Recreation group to have a woman manager in charge. In this event the Executives' Conference, Messrs. Tracy, Rosen, McGuire, Hendon, Glavin and Clegg, being present on July 30, recommended as follows:

1. that a male manager would obviously be more desirable and that every effort should be made to obtain one by the Welfare group;
2. That if a woman were available, through Mr. Burke and Mr. Sloan an effort be made (a) to help her find living quarters in the Village at Quantico or vicinity although it was not believed there are any such quarters available; (b) if necessary to inquire if living accommodations could be obtained in the lady Marines' barracks at Quantico; (c) to inquire if the lady manager could get a room at the Hostess House at Quantico; (d) that if all these matters failed, if the lady manager could get living quarters at Alexandria, the Firearms Instructors who go to Quantico and return daily be authorized to give her a ride in Bureau automobiles when en route to and from Quantico each day provided she would sign a letter relieving

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Mr. Coffey
Mr. Glavin
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Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

the Bureau or the Agents from any responsibility in the event of an accident; (e) as a last and least desirable situation, in the event this woman manager could go to Quantico only 3 or 4 days per week to prepare menus, make purchases, take inventory, and the like, that the general supervision without responsibility to see that the written orders were carried out by the colored help and laborers at Quantico be given by Mr. Burke, the Supervisor in Charge.

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Of course, it was the preference that a male manager be obtained and if this was not possible in order that the arrangements for meals could continue at Quantico, it was recommended that the additional items in the order named be approved in the event they should become finally necessary.

Upon reconsideration of this matter on August 3, 1945, the Conference felt generally that a woman manager in all probability just would not work out at the Quantico Mess and that at this time we are in all probability in no position to approach the Marine Corps with the idea of providing living accommodations for her.

II

Lt. Col. Ward Cleaves is a close personal friend of Mr. Morgan and an authority on foods. By way of identification, he is Chief of the Food Service Branch, Subsistence Division, Office of Quartermaster General. As such, he has supervision of all Army Messes, all Army bakeries (150), all central meat cutting plants (225), all central pastry shops (52), all bakers and cooks' schools (they have trained 200,000 cooks and Mess Sergeants) and in addition he has supervision of all Army Post restaurants, all Officers' Messes, all troop train and transport feeding as well as the supervision of the feeding of all prisoners of war.

Col. Cleaves discussed the problem involved with respect to our Mess at Quantico in detail with Mr. Clegg and Mr. Morgan and was taken to Quantico where he looked over carefully the facilities there and also talked with Captain Able of the Marine Corps Hostess House.

Following his study of the situation, Col. Cleaves advised that he definitely could arrange to take over the Mess at Quantico on or before September 1; that, if acceptable, he would place a competent man as manager who knows the food business (at a salary he indicated of \$5,200 per annum); that he would insure a high standard of service and food. He pointed out that he has innumerable managers of food installations he supervises who have been discharged or will be discharged from the Army who he could place as manager of our Mess at Quantico and could, he was certain, operate the Mess in a manner highly satisfactory to us. It is to be noted that Col. Cleaves plans to enter the food business at the end of the war and has advised Mr. Morgan that he would look upon our Mess not so much as a profit making proposition (although he knows there is profit to be made there) as an opportunity to get his feet back on the ground in the commercial food field. He explained, of course, that as an Army Officer he is precluded from actively entering into a business enterprise, but that he would have in mind placing the manager he selected in full charge, giving him the benefit of his, Cleaves, knowledge of foods and facilities for obtaining same; that he would exercise over-all supervisory interest apart from his regular duties as an officer. He went on to say that in all probability he would form a corporation and in this way could contract in the corporate name, there being no objection from a legal standpoint or from the Army since there is no prohibition to Army personnel owning stock in going concerns.

Mr. Morgan advised the Conference that knowing Cleaves personally and being confident of his integrity, he is confident that Cleaves would do an outstanding job. It is to be noted that he is the only one approached to this point who has stated definitely that he would be in a position to take over our Mess by the September 1 deadline.

The Executives' Conference on August 3, 1945, Messrs. E. A. Tamm, Ladd, Glavin, Rosen, Coffey, Hendon and Morgan being in attendance, considered the Quantico Mess situation as a whole and unanimously recommended that we enter into an agreement with Lt. Col. Ward Cleaves to take over our Mess effective September 1, 1945. This action of the Conference was, of course, understood to be contingent upon the fact that it would be necessary to inquire into the background of the manager Cleaves might select and also very discreetly, through the Liaison Section of the Bureau, to check into Cleaves' Army record. It is also understood that through Cleaves and otherwise, if necessary, it will definitely be determined that there is no objection to his participating in the operation of our Mess in so far as the Army is concerned in the manner set forth above.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC. Mr. Hendon
Mr. Clegg

TO: MR. D. M. LADD

August 27, 1945

FROM: C. H. CARSON

SUBJECT: WILLIAM ESTEP, With Aliases,
UNLAWFUL FLIGHT TO AVOID PROSECUTION - MURDER

This case seems to be an excellent illustration of the results which can be obtained by harmonious cooperation between local law-enforcement agencies, the Bureau, Legal Attaches and American Missions in foreign countries. There has been prepared and attached for your approval a proposed memorandum for all FBI Legal Attaches and an informative Bulletin which our Legal Attaches may desire to call to the attention of the Ambassadors in the respective countries in which the Bureau operates.

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DATE 4/19/98 BY SP-5/6/00

8/28/45 - Approved by Exec. Conf.
consisting of Messrs. Tamm, Nichols,
Glavin, Coffey, Tracy, Morgan, Hendon
and Ladd.

DML

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THE DIRECTOR

EXECUTIVES' CONFERENCE

SUGGESTION #44

AUGUST 19, 1945

The Executives' Conference on August 6, 1945, those present being Messrs. Glavin, Hendon, Lee, Coffey, Rosen, McGuire, Q. Tamm, and Clegg considered the suggestion made by SA William M. Kelly that the information on the source of information card be rearranged in order to facilitate the filing of the cards either as to the facility in which the source of information is located or as to the name of the individual who is the source of information whichever is the most important. At present these cards are arranged alphabetically by states and cities and then sub-divided by the type of information which may be expected from this source of information; such as, airports, banks, automobiles, etc. The Agent felt that under the geographical division the specific facility should be used as the basis for arranging the cards, i.e., United Airlines, Crescent Automobile Company, etc.

1. The Executives' Conference was opposed to this suggestion feeling that the type of information being sought has been proven from years of practice to be the key which would lead the Agent to the proper break-down in the index.

2. In the large city groups the Agent suggests that broad sub-divisions such as business, communications, government, and industry be used as all first sub-divisions each one of which can be broken down into smaller divisions such as under business sub-division, automobile, apartments, banks, hotel, and restaurants might be used.

The Executives' Conference unanimously felt that these sub-divisions were involving a break-down of information which was too technical and further that the cards were serving a useful purpose at present and nowhere were there so many cards that their expeditious use could not be obtained and the need for any change was not indicated.

If these recommendations of the Executives' Conference are approved, Agent Kelly will be informed accordingly and there is attached hereto a letter for this purpose.

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EX - 10

Respectfully,
For the Conference

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DATE 2/19/93 BY sps ci/bu

Clyde Tolson

E. A. Tamm

66-2554-4802
FEDERAL BUREAU OF INVESTIGATION
AUG 30 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL - 3

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

CC: Mr. Hendon

Mr. Clegg

SEP 23 1945

ORIGINAL FILED IN 66-2554-4802

HHC:RS

THE DIRECTOR

EXECUTIVES' CONFERENCE

#323013

RECEIVED

DATE 2-19-93 BY SP-6/ka

AUGUST 13, 1945

The Executives' Conference on August 6, 1945, those present being Messrs. Glavin, Coffey, Rosen, Q. Tamm, Hendon, Lee, Ladd, McGuire, and Clegg considered the suggestion of SAC Wyly concerning the use of the present rifle and the sites which are on the rifle presently being used at the Bureau.

In keeping with the Director's instructions, Mr. Clegg held a conference with Mr. Wyly, Mr. Baughman, Mr. Sloan, and Mr. Bryce concerning the present rifle used in the Bureau. The committee pointed out the following brief history concerning the acquisition of the present rifle known as Model .81:

Originally the Bureau made use of the .30 caliber Army type rifle. It was too powerful. Bullets fired from it would carry to such a great distance that its use would be undesirable in congested areas and it was dangerous even in areas where full vision did not exist for the full carrying power of the bullet. There was felt to be a need for a rifle with good "shocking power" which would have a shorter range. About this time in the Slim Gray case at Chicago, SA White made effective use of an autoloading rifle of a .351 caliber and immediately thereafter the Bureau bought a supply of these .351 autoloading rifles. The constant use in training and in operations at the Bureau caused some mechanical defects to become apparent and rather general dissatisfaction eventually developed with reference to this gun. There was still a demand for an autoloading rifle. There were but two such rifles manufactured, the .351 which the Bureau was using and the Model .81 which it is now using. A sample Model .81 rifle was obtained and used for an extensive period in firearms training and practice shooting at Quantico and it was found to be a superior weapon mechanically to the Model .351 rifle. Its carrying power and range of effectiveness was far greater than the .351 but considerably less than the Army type rifle. After these experiments, the gun was considered by the Bureau's firearms experts and it was adjudged to be a superior weapon to the .351 and this gun was adopted in lieu of the Army rifle and in lieu of the .351 rifle. It was determined to be, and still is considered to be, superior mechanically and otherwise to the .351 rifle. It is the only other autoloading rifle made. It was experimented with and was adopted only after serious consideration and study. There was a general demand from the Agents for an autoloading rifle and the very best of the two types being manufactured was obtained and still there are no other autoloading rifles being manufactured. It is still the better of the two. All the committee agreed with this.

Mr. Tolson
Mr. E. A. Tamm
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Mr. Quinn Tamm
Mr. Nease
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The amount of use to which these rifles are put in the Bureau in monthly training of such a large number of Agents develops wear and depreciation which is naturally to be expected. It was felt that undoubtedly when the gun was manufactured it was not anticipated it would be used to the extent to which the Bureau does use it. Additional defects developed and with continued use it deteriorated and during wartime replacements have been difficult.

337

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Concerning the sites on this weapon there are two types of sites; one, the Peep Site, which is in the nature of a small hole in the rear site, and the other is the Buckhorn type of site similar to the rear site on the pistol and frequently call the T-shaped site. Some Agents prefer one type of site and some prefer another. The Agents are not in agreement as to which they think is best. Experience in using both types of sites at Quantico has reflected that In-Service Agents over a period of many weeks have had average scores practically identical. In the committee there was a divergence of views as to what was the better site, some feeling one and some another. This was a matter of individual preference. Mr. Wily and Mr. Bryce both made statements that if they had to go through the brush and bushes they would not carry along the rifle since it could not be so easily put out of sight due to its mechanical structure. Mr. Bryce stated he would not want a shotgun anyway, which was not the issue involved. So after discussion and analysis the committee unanimously recommended as follows:

1. That the present Model .81 rifle at this time being used by the Bureau is the best type of autoloading rifle that is now available.

2. That for the present and until some new and different type of rifle more adaptable to law enforcement use is available that the Bureau keep the present type of rifle.

3. That the site in the present type of rifle be continued both at Quantico and in the field and since most of the older rifles have the Peep Site and most of those received more recently have the Buckhorn or V-shaped Site training be given with both of these types of sites, which is being done.

4. That there be retained in each field office four of the present type rifles which will not be used for regular firearms training. That they be new rifles, or comparatively new, and that these four rifles, two of them equipped with Peep Sites and two equipped with Buckhorn or V-shaped Sites, be carried to the firearms range each month during the regular firearms practice and fired sufficiently to see that they are properly "sited in" and that the sites are in alignment and that the mechanism is in excellent condition but that other than this no use be made of these rifles except on actual cases so that they will not be subjected to wear and depreciation by constant firearms practice.

The Executives' Conference unanimously agreed with the conclusions of the committee after Mr. Glavin pointed out that there were either insufficient new rifles of the types suggested available or they could be easily obtained to meet this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

WJ:otb

August 23, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Hendon, Morgan, Nichols and Tracy considered a suggestion of Mr. J. H. ~~Board~~ of the Single Fingerprint Section that this Section be allowed to place ~~its~~ ~~own~~ ~~file~~ number on correspondence with outside contributors to ~~aid in~~ ~~identifying~~ ~~correspondence~~ received pertaining to cases handled by this Section.

The Conference was unanimously of the opinion that Bureau file numbers should be placed on such correspondence, inasmuch as this is the practice followed by the Laboratory and other Sections of the Bureau.

Respectfully,
For the Conference

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DATE 2/19/93 BY 85 c/p/k

E. A. Tamm

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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30 AUG 31 1945

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THE DIRECTOR

August 29, 1945

THE EXECUTIVE CONFERENCE

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On August 28, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Ladd, Tracy, Morgan, Coffey, Nichols and Glavin was advised that the Attorney General through Order Number 3480, Supplement No. 5, dated August 24, 1945, had removed restrictions on the granting of annual leave to employees of the Department of Justice.

The Conference, therefore, recommends that the Bureau return to its pre-war policy on the granting of leave, eliminating the two-calendar-week limit on leave and permitting the Special Agent in Charge or the Division Head to approve such leave as he may feel it is warranted at the time when taking into consideration the pending work in his particular Field or Seat of Government Division. It is understood that such leave will not exceed the leave which has accrued for any employee.

For the Director's further information, the wartime regulation pertaining to the accrual of 90 days annual leave rather than 60 days annual leave, which was the policy and regulation prior to the war, undoubtedly will be revised in the near future although no definite decision has been made in this regard up to the present time. In the event the total amount of accrued leave is reduced from 90 to 60 days to be carried over from year to year, there will be a great number of Special Agents of the Bureau particularly who will necessarily have to surrender from 30 to 56 days annual leave provided they have not taken any annual leave during the present calendar year.

Should the Director approve the Conference recommendation concerning the granting of annual leave, the attached bulletin should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

INDEXED
Clyde Tolson

66-2554-4005
E. A. Tamm
AUG 31 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

Mr. Clegg
Mr. Hendon

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HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CJ/6

JFO:MP

THE DIRECTOR

THE EXECUTIVE CONFERENCE

SPECIAL INDICES
GENERAL INVESTIGATIVE DIVISION

August 14, 1945

The Executive Conference on August 14, 1945, attended by Messrs. Tamm, Glavin, Tracy, Hendon, Coffey, Ladd, McGuire for Nichols, Morgan for Glegg and Carroll for Rosen, considered the following matters with reference to the maintenance of special indices in the General Investigative Division. These indices pertain to ~~National Defense Matters~~ and were considered at this time in view of the imminent termination of hostilities.

1. ~~SPECIAL SERVICE CONTACTS~~

Two 3x5 card indices are presently maintained, one containing the names of all Special Service Contacts arranged by Field Division and the other containing a list of Special Service Contacts in accordance with their special capabilities. The cards arranged by Field Offices contain the symbol numbers of the various contacts and are referred to frequently to ascertain the identity and background of various Special Service Contacts who are referred to by symbol numbers in investigative reports.

RECOMMENDATION: The Conference recommended that the Special Service Contact Index be continued at this time since it is an integral part of the Special Service Contact program which has proved to be of considerable benefit to the Bureau.

2. ~~CONFIDENTIAL INFORMANTS AND SPECIAL RECORDS~~

An extensive 3x5 card index file is presently maintained in which are listed in alphabetical order and according to Field Office the names of all Confidential National Defense Informants. A separate portion of this file contains an index arranged by Field Office, in alphabetical order, of the names of all regularly paid National Defense Informants.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
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Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

There is presently maintained a 3x5 index file which contains a list, broken down first by Field Office and then by plant, of all confidential plant informants. A separate portion of this file contains in alphabetical order the names of all confidential plant informants whose services have been discontinued.

An index is maintained listing & indexed Confidential National Defense Informants and confidential plant informants according to their symbol numbers.

A separate 3x5 index is currently maintained regarding all technical and microphone surveillance in operation throughout the field.

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JTG

MEMORANDUM FOR THE DIRECTOR

RECOMMENDATION: The Conference recommended that the alphabetical index pertaining to Confidential National Defense Informants be continued, as well as that portion of the index which lists Confidential National Defense Informants and confidential plant informants according to symbol numbers. The Confidential National Defense Informant index is, of course, currently necessary and the index containing symbol numbers is of current and continuing value as a ready aid in ascertaining the identity of informants referred to by symbol number in incoming communications.

The Conference recommended, however, that the index pertaining to discontinued plant informants and to the names of plant informants which are broken down by Field Office and plant be discontinued since this index is no longer of any value, it no longer being needed for ready reference purposes and all pertinent information being accessible through recourse to the general indices of the Records Section.

The Conference felt the technical and microphone surveillance index should, of course, continue to be maintained on the current basis since it is necessary to the efficient supervision at the Seat of Government of matters of this nature.

8. SELECTIVE SERVICE

In connection with the handling of Selective Service cases, there is maintained a fugitive index which at the present time contains an alphabetical list of 5,143 Selective Service fugitives.

An index pertaining to Conscientious Objector investigations is maintained in a current status, containing a listing of each conscientious objector investigated by the Bureau.

A 3x5 card index is maintained listing by name and Bureau file number each case opened under the Re-employment provisions of the Selective Training and Service Act.

RECOMMENDATION: The Conference recommended that the Selective Service fugitive index be maintained of course, since it is necessary to the efficient operation of this phase of the Bureau's work and since, in addition, it provides a ready means of compiling a monthly statistical report on Selective Service fugitives apprehended.

The Conference recommended that the Conscientious Objector index be retained at this time since frequent inquiries are received from the Department concerning

MEMORANDUM FOR THE DIRECTOR

the total number and status of conscientious objector cases and this index serves as a quick reference in this regard. It was the opinion of the Conference, however, that this index could be disposed of at much time as the drafting of individual cases.

It was the recommendation of the Conference that the index of cases under the Re-employment provisions of the Selective Training and Service Act be retained since it requires very little work to maintain in a current condition and since it provides the only reference available as to the number of Re-employment cases which have been opened, which are presently under investigation, and which have been terminated.

4. ESCAPED PRISONERS OF WAR

An alphabetical list on 3x5 cards is maintained listing the names of escaped German, Italian and Japanese prisoners of war. A similar index is maintained relative to escaped Canadian prisoners of war. A third index on this desk contains an alphabetical list of the Prisoner of War Internment Camps located in the United States. There is also a fourth index maintained in alphabetical arrangement on escaped civilian alien enemy internees.

RECOMMENDATION: The Conference recommended that these four indices be retained until the prisoners of war are returned to their respective native countries and until the civilian alien enemy internees are released. These indices are maintained in a current status and serve a vital purpose.

5. HATCH ACT

On this desk, there is maintained a 3x5 card index which is arranged alphabetically by name and also by Government employing agency.

RECOMMENDATION: The Conference recommended that this index be continued since it is the only list at the Bureau of Hatch Act cases and is also very helpful in preparing figures for the Bureau's report relative to budget matters. It was felt that the cessation of hostilities with Japan will have no appreciable effect upon the work regarding Hatch Act matters, and that the index serves a valuable purpose.

6. APPLICANT MATTERS

With reference to Applicant matters, there are maintained three separate indices, alphabetically arranged. The first records

MEMORANDUM FOR THE DIRECTOR

all of the O.C.I. (Office of the Coordinator of Information) investigations conducted by the Bureau; the second relates to the O.E.M. (Office for Emergency Management) investigations conducted by the Bureau, while the third index is a record of all the Departmental Applicant investigations conducted by the Bureau in the past.

There is also maintained with reference to Applicant matters a current index containing a separate recording, in alphabetical arrangement, of Departmental Applicant, National Guard Armory and Special Inquiry investigations.

RECOMMENDATIONS: The Conference recommended that the first three indices mentioned be disposed of since they do not relate to current matters and serve no worthwhile purpose.

It was also recommended by the Conference that the current index pertaining to Departmental Applicant, National Guard Armory and Special Inquiry investigations be continued since this index provides a ready means of compiling the reports for the fiscal year relative to Applicant investigations and is necessary to the efficient handling of Applicant matters. This index is of considerable assistance in responding to the frequent inquiries which are received as to the status of Applicant cases of this nature and also enables the Supervisors to follow the cases in the required close and expeditious manner.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

MEMO

THE DIRECTOR

EXECUTIVE CONFERENCE

August 21, 1945

THE NATIONAL ACADEMY

The Executive Conference on August 21, 1945, those present being Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Morgan, considered a conversation had by Mr. Glavin with Lieutenant Commander R. A. Notela of the Navy Department, who is indicated to be handling some sort of confidential work with respect to the Chinese police situation. Notela pointed out that at this time there is a Lieutenant Colonel and a Major, both Chinese, working in China under the Generalissimo with the idea of organizing police departments in the provinces and in the cities. It is Notela's understanding that both of these men have had considerable experience in law enforcement work and that the military titles given them are purely nominal to assist in their contacts with military authorities. Further, Notela informed that these men are members of a group in China comparable in some respects to the Secret Service of the FBI. He pointed out that both of these Chinese are very much interested in attending the FBI National Police Academy and he desired to know whether we could make an exception to our policy and permit their attendance at an early session.

The Conference unanimously recommended that Notela be advised that if these two individuals speak English, are representatives of legitimate police organizations and proper requests are received from the duly authorized head of the agencies with which they are associated, every consideration shall be given to applications received for attendance at the FBI NPA.

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HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CUB/BC

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

RECORDED &

INDEXED

E. A. Tamm

EX-27

66-2554-4007
AUG 31 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Glavin

1945 140

KPM:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

AUGUST 20, 1945

OLIO EUGENE NACA
NFA GRADUATE

By letter of July 14, 1945 the Washington Field Office advised that Naca, formerly a Sergeant with the Albuquerque, New Mexico Police Department, is presently employed by the U. S. Secret Service in Washington. Naca is listed in the NFA Directory as being out of law enforcement.

There is nothing derogatory in the files concerning Naca and the Executives' Conference accordingly recommended unanimously that the directories be changed to reflect him as being actively engaged in law enforcement with Secret Service at Washington and that he be returned to the mailing list for all material received by NFA graduates.

Those present on August 20 were: Messrs. E. A. Tamm, Coffey, Losen, Ladd, Tracy, Hendon, McGuire and Morgan.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

66-2554-4008
AUG 29 1945

323513
DATE 2/19/93 5:50/6
EX-27

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

140
AUG 30 1945

MEMORANDUM

THE DIRECTOR

AUGUST 30, 1945

EXECUTIVES' CONFERENCE

323.013
UNCLASSIFIED
DATE 2/19/93 BY SP5C/6

On August 31, 1945, the Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Morgan being in attendance, considered a suggestion made by SAG Scheidt with respect to the proper manner whereby Bureau agents should identify themselves incident to arrests, raids and similar situations. Mr. Scheidt had observed that agents are instructed and generally follow the practice of identifying themselves with the statement "We are Federal Officers" or "Federal Officers." He recognized that at the time when the Bureau was not particularly well known there was good reason for identification in this manner. He pointed out, however, that the Bureau is widely known at this time and accordingly suggested that in the future agents identify themselves as "FBI," "FBI Agents," or "We are FBI Agents." Mr. Scheidt felt that at this time the expression "FBI" means much more to the average individual than the expression "Federal Officers" and that to adopt the practice as suggested would prevent other agencies, which might use the expression "Federal Officers," from capitalizing on the Bureau's reputation. The Conference unanimously recommended that the suggestion as made by Mr. Scheidt be adopted.

Subsequently and with a view to reconsidering the matter Mr. Morgan talked with Judge Holtzhoff as to the propriety and legality of making the indicated change incident to raids, arrests, etc. Judge Holtzhoff stated that in his opinion, from a legal standpoint, it would be entirely proper for our agents to identify themselves with the statement "We are FBI Agents"; that such a procedure would be far more desirable than the expression "We are Federal Officers" inasmuch as it distinguishes the Bureau from other Governmental agencies; that the possibility of subjects' not appreciating the significance of the expression "FBI Agents" is so far fetched as not to give us concern inasmuch as the Bureau is widely known today and the statement "We are FBI Agents" very probably would be more meaningful to the majority of people than the expression "We are Federal officers."

Again on August 30 the Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Ladd, Clegg, Hendon, McGuire and Morgan, considered the matter and all members except Mr. Tolson recommended that we follow the practice of identifying ourselves by the expression "We are FBI Agents."

Mr. Tolson felt that the expression "We are Federal officers" would probably have more significance; that in using this expression we would obviate any likelihood of a defense on the part of a subject; that he did not understand he was being taken into lawful custody and that by continuing the procedure as in the past there could be no likelihood of situations arising of possible embarrassment to the Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 SEP 5 1945

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*The Court might not take
judicial notice of the term FBI
if it had understood
the term abbreviation*

66-2558-4009

Should the opinion of the majority of the Conference be approved,
appropriate instructions will be issued.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Hendon
Mr. Clegg

*I share view
of majority
H.*

E. A. Tamm
E. A. Tamm

WRG:val

123013
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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5/612

THE DIRECTOR

August 29, 1945

THE EXECUTIVE CONFERENCE

K. Payroll
On August 28, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Ladd, Tracy, Morgan, Coffey, Nichols and Glavin considered the effect of the new Pay Law (Public Law 106) in connection with holiday work performed by Bureau personnel.

It will be noted under date of August 24, 1945, the Attorney General, in Order Number 3480, stated that the following would be the holidays which would be observed as non-work days:

The 1st day of January
The 22nd day of February
The 30th day of May
The 4th day of July
The first Monday of September
The 11th day of November
The fourth Thursday in November
and Christmas Day.

Under the Pay Law above-mentioned and under that Section pertaining to compensation for holiday work, the following is quoted:

"Sec. 302. Officers and employees to whom this title applies who are assigned to duty on a holiday designated by Federal statute or Executive order shall be compensated for such duty, excluding periods when they are in leave status, in lieu of their regular pay for that day, at the rate of one and one-half times the regular basic rate of compensation; Provided, That extra holiday compensation paid under this section shall not serve to reduce the amount of overtime compensation to which the employee may be entitled under this or any other Act during the administrative workweek in which the holiday occurs, but such extra holiday compensation shall not be considered to be a part of the basic compensation for the purpose of computing such overtime compensation. This section shall take effect upon the cessation of hostilities in the present war as proclaimed by the President, or at such earlier time as the Congress by concurrent resolution may prescribe. Prior to so becoming effective, it shall be effective with respect to any designated holiday only if the President has declared that such day shall not be generally a workday in the Federal service."

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

55 SEP 5 1945

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RECORDED & INDEXED
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66-2554-4010

MEMORANDUM FOR THE DIRECTOR

- 2 -

In connection with this particular Section of Public Law 106, Mr. Glavin pointed out to the Conference that he had discussed it with Judge Holtzoff of the Department and Judge Holtzoff rendered the opinion that in those instances where employees of the FBI must necessarily work on holidays, they would be paid an extra day and a half pay in addition to the regular monthly salary for that particular month.

The Conference, therefore, recommends that an appropriate memorandum be addressed to the Attorney General concerning this matter as it may be necessary for the Bureau to have certain of its employees perform such duty on holidays so that appropriate approval can be secured for the payment of this overtime holiday work.

The Conference further suggests that the attached communication go forward to the Field and to all Assistant Directors and Assistants to the Director at the Seat of Government concerning this particular matter.

The suggested memoranda are attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

✓
Clyde Tolson


E. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

OK
H

23013
INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP-12/bce

THE DIRECTOR
THE EXECUTIVE CONFERENCE

August 29, 1945

On August 29, 1945, the Executive Conference consisting of Messrs. Tolson, Tracy, Nichols, Morgan, Hendon and Glavin considered the present Bureau policy of having the various Divisional Offices in the Field, in the preparation of the monthly Field reports, divide pending work into two categories - (1) General Investigative Work and (2) Security or National Defense Work.

The Bureau previously has advised the Field Offices that the break-up of the Security and Investigative Divisions at the Seat of Government would be used as the basis for the sub-division of investigative work into regular activities and national defense or security activities.

Since the reorganization of the investigative divisions whereby kidnapping and bank robbery and many other investigative matters have been transferred to the Security Division for supervision, inquiry has been made as to whether it is the desire of the Bureau to reflect kidnapping, bank robbery and other such violations under the security or national defense section of the monthly Field report.

Glavin recommended to the Conference that beginning with the monthly Field report for the month of September, 1945, that there be no split in investigative activities as to general and security or national defense activities; but that all pending work be carried under one heading of general investigative matters. It is felt that at present time all investigative matters should be handled by the Bureau of a continuing nature and there appears to be no reason why any further differentiation should be made as to general investigative and security matters under investigation.

It will not be necessary for this information to be furnished to the Field prior to the submission of the report for the month of September since instructions have already gone out to the Field in connection with the monthly Field report for the month of August, requesting that there be a complete tabulation by classifications of all investigative matters pending.

Should the Director approve the attached bulletin should go to the Field.

RECORDED
INDEXED

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

Attachment
cc-Mr. Clegg

RCH:DW

THE DIRECTOR
THE EXECUTIVE CONFERENCE

8/30/45

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5U/bce

The Executive Conference consisting of Messrs. Tolson, Tamm, Ladd, Glavin, Tracy, Nichols, Morgan and Hendon unanimously recommend that a specially worded certificate be issued over the Director's signature to those American Legion Posts throughout the country which have been cooperative or offered their services during the war. It was felt that this should be issued in the name of the particular American Legion Post upon the recommendation of the SAC's as to the posts in their divisions which are deserving. It was felt that as a general policy all American Legion Posts, including the National Headquarters, should receive such a certificate unless for some particular reason the SAC felt certain Posts in his area should be excluded.

It was further recommended that the same award be made to chapters of the Veterans of Foreign Wars or other similar veterans and non-veterans organizations which as a group have been of assistance to a particular field office. Such an award would be made only upon the specific recommendation of an SAC who would be required to point out exactly what valuable service or cooperation the group had rendered.

In other words, it was the feeling of the Conference that while a generous policy would be applied to making the award to the American Legion in view of our American Legion Program, a restrictive policy would be exercised as to any other organization, with the award being given only upon a positive showing of service or extraordinary cooperation.

If the Director agrees with the Conference recommendations, appropriate instructions will be issued to the field and a sample of the proposed certificate will be prepared for final approval.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

E. A. Tamm

56 SEP - 5 1945

RECORDED & INDEXED

66-2554-4012

JJM:HBM

THE DIRECTOR

August 31, 1945

EXECUTIVES CONFERENCE

The Executives Conference on August 31, 1945, considered the suggestion that the Bureau return to its former peace-years policy of supplying every Special Agent with a copy of the Law Enforcement Bulletin in view of the fact that more Agents are now specializing in handling criminal matters, and the scientific articles in the Bulletin would be of more assistance to them.

Messrs. Tolson, Ladd, McGuire, Coffey, Tamm, Tracy, *Hendon* and Morgan were in favor of having each Agent receive the Bulletin. Mr. Glavin was opposed as he was doubtful if they would read it anyway.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED
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66-2554-4013

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DATE 2/19/93 BY SP5C/bce

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

SEP 16 1945

[Handwritten signature]

EPM:ER

August 28, 1945

Joe
Professor Albert Coates
Director
The Institute of Government
Chapel Hill, North Carolina

Dear Albert:

I just want to let you know how much your taking time to come to Washington to appear before the National Police Academy is appreciated by all of us in the FBI. I have been advised that the Thirtieth Session was most enthusiastic about your comments and I am certain that they not only enjoyed hearing what you had to say but also received a tremendous amount of benefit from it.

Consistent with your conversation with Inspector L. A. Hince, I am transmitting herewith a copy of the FBI National Academy curriculum which it is requested your return after it has served your purpose.

Sincerely,

J. Edgar Hoover

cc: Charlotte

Approved by Executives' Conference 8-27-45 Messrs. E. A. Tamm, Glavin, Nichols, Coffey, Ladd, Tracy, Hendon, and Morgan being in attendance.

COMMUNICATIONS SECTION
AUGUST 8, 1945 PM

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DATE 2/19/93 BY SP5CJ/b

RECORDED

66-2554-4015
FEDERAL BUREAU OF INVESTIGATION

SEP 5 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

71
50 SEP 10 1945

EX-62

ORIGINAL COPY FILED IN 62-60340-27

SJT:js

August 28, 1945

THE DIRECTOR

RE: CENTRAL FILE IN SINGLE FINGERPRINT
FOR UNIDENTIFIED/LATENT IMPRESSIONS
DEVELOPED IN BANK ROBBERY CASES, ETC.

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Coffey, Hendon, McGuire, Morgan and Tracy, on August 13, 1945 considered the retention of the central file in the Single Fingerprint Section for unidentified latent impressions developed in bank robbery cases, bank burglaries, Theft From Interstate Shipment and National Stolen Property Act Cases.

This file was set up on June 2, 1944 and approved by the Executive Conference on June 28, 1944 on a trial basis of six months. A report has been submitted at the end of each six months' period since that time and it has been found that this file has considerable merit.

This file was approved by the Bureau in June, 1944 on a suggestion that a central file be kept on unidentified latent impressions developed in bank robbery cases, bank burglary, hijacking, and all armed robbery cases being investigated by the Bureau. This file is for latent fingerprints which are not susceptible to classification but which would have to be compared visually and would serve the purpose of possibly tying together Bureau cases and the identifying of suspects in one case with other Bureau cases.

The Conference unanimously recommends that this file should be continued and that a report should be submitted at the end of every six month period.

Respectfully,
FOR THE CONFERENCE

RECORDED

&

INDEXED

Clyde Tolson SEP 6 1945

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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP-2/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

E. A. Tamm

WRG:val

THE DIRECTOR

9/4/45

THE EXECUTIVE CONFERENCE

Security Hour Hour Service

On August 31, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, McGuire, Coffey, Tracy, Morgan, Hendon and Glavin considered a suggestion submitted by SAC Hottel of the Washington Field Office that the Washington Field Office close at 12:00 midnight.

SAC Hottel stated that a tabulation of the calls in the Washington Field Office after 12:00 midnight has been made and indicates very little activity; and that the principal activity is calls from police precincts reporting arrests of individuals without Selective Service cards, which violations are not handled until the following day. Hottel felt that the calls could be received after the opening of the following business day.

The Conference, in view of SAC Hottel's recommendation, recommends that the Washington Field Office be closed from 12:00 midnight until 9:00 A.M. daily.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

166-2551-4017
SEP 6 1945

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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP2/6

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RE: 08

THE DIRECTOR

EXECUTIVES' CONFERENCE

FIELD ERROR CARDS

September 4, 1945

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DATE 11/19/93 BY 9501/6

Recognizing a need for more efficient on-the-job training for employees in the Field the Executives' Conference on August 31, 1945, in attendance considered the use of Field Error Cards as a means of bringing home to employees mistakes made by them and to serve as basis for constructive criticism and suggestions during periodic conferences between the SAC and employees. It is recalled that originally Form FD-35 known as the "Field Error Card" was employed by all Agents in charge. This is a 3" x 5" card (one of which is attached) on rather heavy paper, reflecting the name of the employee, the file number of the communication, identification of the communication, nature of the error noted and space for the employee's initials.

In the course of conferences with SACs the Training and Inspection Division has emphasized the importance of bringing to the attention of employees errors made from day to day and the advisability of SACs retaining copies of the communications directed to employees which relate to the errors in order that they may be used by the SAC in personal interviews of each employee at least once a month to review mistakes made and to offer constructive suggestions and training for improvement. It has been found that the system employed by SACs, where any system is followed, to advise employees of errors made differs; some direct memoranda to the employees; some employ routing slips; some use the error card FD-35. SAC W. A. Murphy has indicated that he employs the error card but suggests that this form be prepared on paper sufficiently thin as to permit the making of a carbon copy to obviate the necessity for writing out two forms; i.e., one for the employee and a copy to be retained by the SAC. He also pointed out it is essential that the SAC keep a copy of the error card, although employees are supposed to initial and return it to the SAC, inasmuch as in many instances, whether deliberately or through inadvertence, employees fail to initial and return the error card to the SAC.

Going further than the suggestion, the Conference unanimously recommended that "Field Error Card" (Form FD-35) be discontinued; that in its place the field be supplied with a "Field Error Form" to be prepared in tablet form on 5" x 8" paper sufficiently thin as to permit making a carbon copy; and that SACs be instructed uniformly to use these forms in calling errors to the attention of employees in the course of their day to day work and to retain a copy thereof for subsequent discussion with the particular employee at least once a month along with all other mistakes made during the period. The Conference noted that a several errors may be noted in one report or communication. There is attached a copy of the recommended "Field Error Form".

Also attached is a letter to SAC Murphy relative to his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

OK
1243

66-2554-4018

HMC:JD

THE DIRECTOR

August 10, 1945

THE EXECUTIVES' CONFERENCE

The San Juan Office advises that if the Bureau approves a training course will be arranged to train 9 clerical employees and 2 Special Agents of the San Juan Office in the Spanish language. The course will be arranged to meet at 8:30 AM three times a week and will continue for one hour, which would involve thirty minutes of the employees' time from 8:30 to 9:00 and thirty minutes on Bureau time. Available experienced and qualified instructors among Agent personnel would conduct the training.

The Executives' Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Q. Tamm, Lee, Hendon, Ladd, McGuire and Clegg, on August 6 considered this matter and in view of the fact that it had a recreational and cultural value for the employees and at the same time the San Juan Office would benefit from an official standpoint as far as the Spanish language is concerned, it was unanimously agreed that this type of training could be given three times a week from 8:30 AM to 9:30 AM for those desiring voluntarily to participate. If this is approved, there is attached hereto a letter to the San Juan Office accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

67 166-2554-4019
EX-27 32 SEP 17 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 2/19/93 BY SP5C/bce

SEP 21 1945 24 3

SCHOOL OF FOREIGN SERVICE
GEORGETOWN UNIVERSITY
WASHINGTON, D.C.

46
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5 C-1600

August 27, 1945

Mr. J. Edgar Hoover,
Director, Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

My dear Mr. Hoover:

Executive Conference

I beg to acknowledge your very kind letter of the 23rd addressed to Father Walsh. The Regent is in Europe at this time, on an official mission for the War Department and, therefore, it will not be possible for him to accept your invitation to appear before the classes of the FBI National Academy on October 2nd.

I am sure that Father Walsh will get in touch with you on his return from Germany and will bring you news and information which will be of interest to you.

With cordial good wishes.

Faithfully yours,

Executives' Conference of 8/30/45, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, McGuire, Clegg, Ladd, Hendon and Morgan agreed that the lecture of Father Walsh should be given by Mr. Morgan. Secretary to the Regent.

ORIGINAL COPY FILED IN

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RECORDED

66-2554-4020
FEDERAL BUREAU OF INVESTIGATION
SEP 7 1945
U. S. DEPARTMENT OF JUSTICE

58 SEP 15 1945

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

WJR:cam

TO : MR. D. M. LADD

DATE: 8/25/45

FROM : MR. E. G. FITCH

SUBJECT: DISPOSAL OF CENSORSHIP INTERCEPTS UPON THE
DISSOLUTION OF U. S. OFFICE OF CENSORSHIP

Reference is made to the memorandum to you dated September 25, 1944, from Mr. G. C. Burton captioned as above wherein there is set out the possibility of the Bureau obtaining from the Office of Censorship all of the submission slips covering cable, postal, and telephone intercepts which have been compiled by that agency since its inception.

This matter was considered by the Executive Conference on October 18, 1944, and the Director agreed with Mr. Nichols' view that the material should be obtained. Mr. Nichols was in favor of accepting the files since they would furnish the Bureau with a reservoir of information which, in the hands of some other agency, such as OSS, might give them claim to perpetuation.

It has now been ascertained that Censorship is destroying all intercepts after the same have been transferred to microfilm. The microfilm is to be lodged in the Archives.

In view of the fact that no other agency will receive the intercepts, the same being in the process of destruction as of this date, it would appear that the Bureau is not losing a source of information and no other agency will be in a position to obtain the files. Also coupled with this, is the fact that these files could only be used for back traffic searches at the request of the field or Bureau Supervisors, and these requests have dropped to a minimum of approximately five a month which leads to the conclusion that the value of the files has dropped considerably since this matter was discussed by the Executive Conference.

ACTION:

No further action will be taken in this matter unless advised to the contrary.

8/28/45 - The above matter was presented to the Executives Conference, Messrs. Tamm, Nichols, Glavin, Coffey, Tracy, Morgan, Hendon & Ladd being present, and it was agreed that, since Censorship has made no further approach to the Bureau relative to turning over its records, this matter should be dropped.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/93 BY SPSC/bce

RECORDED

EX-62

66-2554-402
FEDERAL BUREAU OF INVESTIGATION
SEP 7 1945
U. S. DEPARTMENT OF JUSTICE
RECEIVED

57 SEP 12 1945

302

ORIGINAL FILED IN 66-2554-1616

EJT:cbp

August 25, 1945

THE DIRECTOR

**Linn's duty*

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Ladd, Coffey, Hendon, Morgan and Tracy, considered a suggestion from the Identification Division that two employees of the Identification Division be assigned to hours from 8:00 A.M. to 4:30 P.M. daily and from 8:00 A.M. to 12:00 Noon on Saturday.

Mr. Tracy informed the Conference that with the termination of the midnight shift, there is a need for the employees to issue temporary badges between 8:00 and 9:00 A.M. to those employees reporting for duty who have forgotten to bring their badges. There are always several of these each morning. In addition, there is a need for employees to handle telephone calls received between 8:00 and 9:00 A.M., particularly those received from the Metropolitan Police.

The Conference unanimously recommends that the Identification Division be authorized to assign two male employees to handle the above described duties.

Respectfully,
For the Conference:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY sps-ci/bcc

C. J. Tolson

cc - Mr. Clegg
Mr. Hudson

E. A. Zee

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EX - 39 RECORDED & INDEXED

66-2554-402
FEDERAL BUREAU OF INVESTIGATION
SEP 6 1945
U. S. DEPARTMENT OF JUSTICE
THIRTY-ONE

ORIGINAL COPY FILED IN 66-786-152-152-OK

#323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5 cjp/bee

ef

66-2554-4023

NOT USED

✓

ESC:EM

THE DIRECTOR

THE EXECUTIVE CONFERENCE

September 6, 1945

The Conference considered the question of special instruction in the handling and opening of locks as given to selected Special Agents. Heretofore this special training, which in order to develop proper skill requires approximately one week of instruction, has been given to Special Agents who were selected and given special training in chiseling and opening of envelopes and also to certain Special Agents who were recommended for training because they were experts in sound equipment. The Director recently instructed the termination of instruction in chiseling and opening of envelopes. Therefore, such specialists will no longer be given training in locks.

Mr. Coffey recommended to the Conference that the Bureau continue to train a limited number of Agents as needed in the handling of locks. He further recommended, however, that when such Agents are trained they henceforth be selected from that group who are presently fully trained as sound experts or who are being currently trained as sound experts. This recommendation is made because our sound experts universally display more of a mechanical aptitude than other Agents.

The Conference consisting of Messrs. Tolson, Hendon, Ladd, Morgan, Rosen, Coffey, McGuire, Tracy, and Glavin unanimously recommended that this policy be adopted and followed through when additional Agents are needed to be trained in locks.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

EX-65

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5-c/bce

SEP 13 1945 243

66-2554-4024

SEP 11 1945

ETL

*Locks Training

OK
H

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT
DBC:mgr

TO : MR. Ladd

DATE: August 28, 1945

FROM : C. H. Carson

SUBJECT: Automobile for Legal Attache
Panama

BACKGROUND:

The Legal Attache at Panama has no automobile. The various offices of the Panamanian Police, Army, and Navy are scattered throughout Balboa in the Canal Zone and Panama City, Panama. The Legal Attache is presently using cabs which are very expensive or automobiles belonging to the Army or Navy.

DETAILS:

The Legal Attache at Panama City has advised that he now has an opportunity to purchase a 1940 Packard, Model 220, six-cylinder, black finish, in excellent condition, from an employee of the Embassy for the sum of \$1200.00. He stated that the car is well-suited for highway conditions in Panama and will be more economical to operate than an eight-cylinder car. The original tires which are on the car are well worn but new tires are available at a reasonable price. The car has been checked for mechanical difficulties and was found to be in excellent condition. The Embassy, Army, and Navy maintain Packard automobiles. Therefore, repairs and replacement parts are available. The Panama Canal Transportation Division operates a store and also a good garage for the purpose of furnishing repairs to all official vehicles.

It is believed that the Legal Attache at Panama should have an official automobile and that he should be authorized to purchase this particular one on behalf of the Bureau.

RECOMMENDATION:

It is recommended that the Legal Attache at Panama City be authorized to spend \$1200.00 for this automobile.

A suggested cable is attached.

ATTACHMENT

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/93 BY SP5CJ/bce

RECORDED

66-2554-4025
FEDERAL BUREAU OF INVESTIGATION

SEP 7 1945

U. S. DEPARTMENT OF JUSTICE

OK
40
617-
16
RECORDED COPY FILED IN 66-2554-4025

EP:BC

SAC, OMAHA

August 31, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

OFFICE LISTING IN TELEPHONE DIRECTORY

The Bureau's attention has been directed to the fact that the current telephone directory of the City of Omaha under the listing "Federal Bureau of Investigation" indicates that "After 12 A M to 8 A M call JAS I. FLOOD Walnut 9837, DUANE L TRAYNOR Walnut 5962." The desired arrangement for handling situations of this kind is to list the telephone number to be called between midnight and 8 A M without indicating the name of the individual involved; further, the telephone number of the Special Agent in Charge should be indicated before that of the Assistant Special Agent in Charge.

These observations should be borne in mind in making the listings for the next directory in Omaha.

cc-Springfield

323013
ALL INFO FROM CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5 C/B

NOTE: Approved by Executives' Conference 8/29/45
Messrs. Tolson, Glavin, Tracy, Nichols,
Hendon and Morgan being in attendance.

COMMUNICATIONS SECTION
AUG 31 1945 PM

RECORDED

EX-27

66-2554-4027
FEDERAL BUREAU OF INVESTIGATION
SEP 11 1945
U. S. DEPARTMENT OF JUSTICE

56 SEP 10 1945

ORIGINAL COPY FILED IN 66-2554-3161
Destroyed per 66-3286-608

EPM:ER

THE DIRECTOR

SEPT. 10, 1945

EXECUTIVES' CONFERENCE

g
Attached hereto is a letter received by Mr. L. A. Hince from Roscoe Ellard, a member of the ~~Eno~~ Foundation, inviting Mr. Hince to serve as a member of the Committee of Law Enforcement Officers to make a study of Enforcement of Parking Regulations. Mr. Ellard states that Chief of Police Gleason of Greenwich, Connecticut, suggested Mr. Hince's name and points out that the committee is to make a report to the annual Eno Foundation Traffic Conference which will be held in New York City next spring.

The Executives' Conference on September 10, Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Coffey, Nichols, Rosen and Morgan in attendance, unanimously recommended that Mr. Hince be permitted to participate as a member of this committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2-19-93 BY SP-6/bce

166-2551-4028
F B I
32 SEP 11 1945

EX-27

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 SEP 12 1945 243

EPM:ER

THE DIRECTOR

SEPT. 10, 1945

EXECUTIVES' CONFERENCE

LAWRENCE A. WALSH
29TH SESSION NATIONAL ACADEMY

Lawrence A. Walsh, now deceased, attended the 29th Session of the FBI National Academy from the Cambridge, Massachusetts, Police Department, lacking one week and five days to complete the Academy course. It was necessary for him to drop out of class because of seriously ill health which had been diagnosed as an acute asthmatic condition which later was diagnosed as cancer and which caused his death recently at Cambridge. It had been contemplated that he would return for the last week and five days of training with the 30th Session of the Academy and thereby receive his diploma.

The Executives' Conference on September 5, 1945, Messrs. Tolson, Glavin, Tracy, McGuire, Coffey, Rosen, Ladd, Hendon and Morgan in attendance, considered the advisability of awarding Walsh's diploma posthumously. It was noted that he had only a very short period of time to continue the course for its completion. Mr. Morgan advised the Conference that he had talked with SAC Soucy who felt that the awarding of the diploma posthumously would have an excellent effect not only from the standpoint of police relationships with the Cambridge Department but would also be greatly appreciated by Mrs. Walsh. SAC Soucy had suggested that Mrs. Walsh had demonstrated a great deal of personal pride and appreciation of letters which she had received from the Director on the occasion of her husband's death.

Noting that the awarding of the diploma in this instance would not be establishing an undesirable precedent, the Conference unanimously recommended that a diploma be prepared and submitted to SAC Soucy in order that he and the Chief of Police at Cambridge might together present it to Mrs. Walsh.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5C/1C

Mr. Tolson ☒ Mr. Hendon
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Coffey ☒
Mr. Glavin ☒
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Rosen ☒
Mr. Tracy ☒
Mr. Carson ☒
Mr. Egan ☒
Mr. Gurnea ☒
Mr. Hendon ☒
Mr. Pennington ☒
Mr. Quinn Tamm ☒
Mr. Nease ☒
Miss Gandy ☒

RECORDED & INDEXED

SEP 11 1945

70 SEP 12 1945

EX-27

DML:CSH

THE DIRECTOR

~~CONFIDENTIAL~~

Executives Conference

September 7, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

[redacted] between 12 midnight and 8 a.m. (S)

b7E

The Executives Conference, on September 6, 1945, attended by Messrs. Tolson, Tamm, Glavin, Tracy, Coffey, McGuire and Ladd, considered the request of [redacted] for authority to [redacted] between the hours of 12 midnight and 8 a.m. (S)

b7E

It was pointed out that [redacted] has advised this is a single

b7E

This would eliminate the necessity of assigning an agent to that shift. (S)

The Conference was advised that [redacted] had stated that in a small office it creates a tremendous problem assigning a man to this shift, and that he felt that his proposal would still permit full security. (S)

b7E

Mr. Tolson recommended that [redacted] be authorized to [redacted] at midnight, as outlined above. (S)

Messrs. Glavin, Tracy, Coffey, McGuire and Ladd were opposed.

Mr. Tamm was in favor of [redacted] but suggested that some over-all policy should be decided with reference [redacted] in other field divisions where a similar situation might exist. In this regard it was pointed out to the Conference that the great majority of [redacted] (S)

b7E

Respectfully,
For the Conference,

RECORDED
Clyde Tolson 23
INDEXED

66-2554-4030
SEP 11 1945

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

Classified by SP5CJ/bce
Declassify on: OADR

70 SEP 12 1945

~~CONFIDENTIAL~~

COPY:FC

WRG:JM

SAC, Richmond

September 5, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

OFFICE HOURS
RICHMOND FIELD DIVISION

Reference is made to your communication of August 28, 1945, wherein you suggest that the Richmond Office be closed at 6:00 P. M.

It is regretted the Bureau cannot approve your suggestion, it being felt that for the present the hours to be followed by the various divisional offices should be uniform; that the Office should be open either 24 hours a day or from 9 A. M. to 12 midnight. The Bureau cannot make an exception in the case of the Richmond Division.

The executive Conference of August 29, 1945, consisting of Messrs. Tolson, E. A. Tamm, Ladd, McGuire, Coffey, Hendon, Tracy, Morgan and Glavin approved the above.

COMMUNICATIONS SECTION
SEP 6 1945 PM

323013
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DATE 2/19/93 BY SP2/BA

RECORDED

EX-103

66-2554-40311

FEDERAL BUREAU OF INVESTIGATION
SEP 12 1945
U. S. DEPARTMENT OF JUSTICE

ST - TWINGHO NO STVET

50 SEP 20 1945

337

ORIGINAL COPY FILED IN 66-45-1162
Destroyed per 66-3286-608.

WRG:JM

THE DIRECTOR

9/11/45

THE EXECUTIVE CONFERENCE

86
The Executive Conference of September 10th, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Coffey, Morgan and Glavin, considered the desirability of closing the Charlotte Field Office at midnight.

Mr. Glavin advised the Conference that SAC Scheidt had advised him on Friday of last week there was no reason why the Charlotte Office could not close at midnight and he, Scheidt, so recommended.

The Conference, therefore, recommends that the Charlotte office hours be from 9 A. M. to 12 midnight daily rather than the 24 hour a day schedule now in effect.

Respectfully submitted,
FOR THE CONFERENCE

✓
Clyde Tolson

OK
E. A. Tamm

CC-Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CIB/bee

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

221 140

NRG:val

THE DIRECTOR

September 10, 1945

THE EXECUTIVE CONFERENCE

ef

The Executive Conference of September 6, 1945, consisting of Messrs. Tolson, E. A. Tamm, McGuire, Ladd, Hendon, Coffey, Tracy and Glavin considered the possibility of eliminating certain of the multigraphing and mimeographing work performed by the Administrative Division of the Bureau.

Glavin suggested that consideration might be given to the discontinuance of the preparation of the magazine "This Week." It was pointed out to the Conference that 242 man hours a week which translated into employees means 8 employees time each week is spent by the Mechanical Section in printing "This Week." It has also been ascertained that 61 employee hours of work are performed by employees of the Cartographic Section each week on this magazine which represents full time work for 1.5 employees each week.

The Conference, with the exception of Glavin, was very definitely opposed to the discontinuance of this booklet, pointing out that it serves a very useful purpose; that many of the employees look forward to the booklet; that they are proud when their names are included in it; that it is used as a medium by the employees to acquaint their folks at home with the Bureau's activities; and the majority of the Conference feels it is a good thing and that it should be continued.

Glavin agrees entirely that it is a good thing; however, the suggestion was made only with the thought in mind that since we must retrench we will have to keep only the necessary things and many desirable things will have to be eliminated.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Logan
7.1

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

cc - Mr. Clegg
Mr. Hendon

243

RECORDED & INDEXED
66-2554-4033
27
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *2/19/93* BY *SP5 CIL/6*

EPM:ER

THE DIRECTOR

September 10, 1945

EXECUTIVES' CONFERENCE

28

The Executives' Conference on August 31, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Hendon, McGuire, Ladd and Morgan in attendance, considered the present lack of uniformity among field offices with respect to the matter of opening cases and preparing assignment cards in certain classifications. Particularly in classifications 33 (Uniform Crime Reporting), 66 (Administrative Matters) and 94 (Research Matters), there has been a wide disparity in procedures followed. Some offices have followed the practice of opening cases and preparing assignment cards while others have merely employed lead cards in handling these cases, while still others have utilized simple ticklers. The Conference recognized the rather fundamental fact that the assignment card system is, after all, an administrative device and should be employed to serve efficiently and uniformly the functions of a field office.

With this end in view the Conference unanimously recommended that field offices be instructed that in the future a case should be opened and assignment cards prepared in all classifications where it is contemplated that one or more interviews will need to be conducted by a Special Agent. It was realized, of course, that in some classifications letters, teletypes or other communications will be prepared instead of investigative reports and that in such instances for purposes of determining delinquency these communications should be posted to the assignment card as an ordinary report. The Conference felt that by following this procedure, there will be presented a more nearly accurate picture of the over-all total of investigative time required by the work of a field office and at the same time will make the assignment card system more fully an administrative aid in all instances. It is to be noted that this handling of all matters in a field office will not present a distorted picture to the Bureau of the true case load inasmuch as the Bureau will receive in the future the number of cases pending in the various field offices by classification.

For approval there is attached a letter directed to all Special Agents in Charge concerning the foregoing matter.

RECORDED
&
INDEXED

35 SEP 12 1945

Respectfully,
For the Conference

Mr. Tolson cc: Mr. Hendon
Mr. E. A. Tamm
Mr. Clegg Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clyde Tolson

E. A. Tamm

70 SEP 12 1945

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

1945

UNCLASIFIED

PHILADELPHIA FROM WASHINGTON 6 5 7-20 P

SAC,

EASY. RE POLICE TRAINING SCHOOL, HAZLETON, PENNSYLVANIA. REURLET
AUGUST THIRTY LAST, BUREAU APPROVES ASSISTING PATROLMAN S. E. HILL
IN POLICE SCHOOL SEPTEMBER EIGHTEEN NEXT AT HAZLETON.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5C/6

RECORDED

EX-66

END

ACK PLS

WA R 6 PH

66-2554-4036
HOOVER
FEDERAL BUREAU OF INVESTIGATION
SEP 12 1945
U. S. DEPARTMENT OF JUSTICE

Approved by Executives' Conference of 9-5-45, those present being Messrs.
Tolson, Glavin, Tracy, McGuire, Coffey, Rosen, Ladd, Hendon and Morgan.

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323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CJ/bce

WRG:UOI

THE DIRECTOR

September 10, 1945

THE EXECUTIVE CONFERENCE

HOURS OF DUTY

The Executive Conference of September 7, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Tracy, Coffey, Hendon, Morgan, Ladd, Nichols and Glavin considered a communication received from SAC Hood concerning the office hours for the Field, recommending that they be returned to from 8:30 A.M. to 5:30 P.M. which hours were very well liked by the Los Angeles Division.

SAC Hood pointed out that there are a number of clerical employees who live in guest homes and they are furnished two meals each day, namely, breakfast and dinner; that the dinner meal is served at 6:00 P.M. and under the present working hours these employees cannot arrive at their place of residence in time for the evening meal; and that it will result in some of them having to move and others have indicated that since they have no other place to stay, it may be necessary for them to eventually resign their positions in the Bureau. SAC Hood further pointed out that some of the clerical employees live a considerable distance from the city of Los Angeles; and under the present office hours, they will be arriving home around 8:00 P.M. He feels that the employees will not remain long in the service if these hours are maintained.

SAC Hood further pointed out that he feels more work is accomplished by Special Agents if they report to the office at 8:30 A.M. than if they report at 9:00 A.M. and they get an earlier start and drive to their destination by the time the usual business day is under way; and that many business establishments close at 4:30 P.M. and they do not have as long a day in which to actually accomplish their work under the 9:00 A.M. to 6:00 P.M. office hours.

The Conference is opposed to any change in the Field office hours; and should the Director approve, the attached communication should go forward to SAC Hood.

RECORDED & INDEXED

Respectfully submitted,

FOR THE CONFERENCE

EX-65

Glyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

cc - Mr. Clegg

Mr. Hendon

URG:val

THE DIRECTOR

September 10, 1945

THE EXECUTIVE CONFERENCE

24 HOURS OF DUTY

The Executive Conference of September 7, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Tracy, Coffey, Hendon, Morgan, Ladd, Nichols and Glavin considered closing the San Francisco Office at midnight.

The Conference was advised that the Special Agent in Charge at San Francisco points out that San Francisco is one of the busiest ports in the world; that loading operations are continuing along the waterfront and at rail and bus terminals 24 hours a day; that informants are repeatedly urged to report complaints regarding Thefts of Government Property, Thefts from Interstate Shipment and other like statutes to the office both during the day and night; that closing the office at midnight would result in the informants, guards, et cetera, being discouraged and they wouldn't report such cases to us; many Prisoner of War escapes have occurred at night and required immediate attention and also radio and press releases, all points bulletins and teletypes to Bureau and other offices; and that a number of Agents are working on surveillances after midnight.

SAG Pieper recommends that the office remain open 24 hours a day and the Conference agrees.

Subject to the Director's approval, the attached communication should go forward to San Francisco.

Respectfully submitted,
FOR THE CONFERENCE

OK
Clyde Tolson

RECORDED

E. A. Tamm

INDEXED

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

323013
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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY sp5c/16

NRG:val

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CJ/6C

THE DIRECTOR

September 10, 1945

THE EXECUTIVE CONFERENCE

X HOURS OF Duty

The Executive Conference of September 7, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Tracy, Coffey, Hendon, Morgan, Ladd, Nichols and Glavin considered the closing of the San Diego Office at midnight daily.

The Conference was further advised that consideration at the present time is being given to closing the San Diego Office and transferring the work of that office to Los Angeles; but, however, at the present time there are over 1100 cases pending in San Diego, and it was felt by the Conference that further consideration should be given to the particular types of cases pending before any recommendation is made looking toward the closing of the office in question. For the Director's information, the actual break-down of cases pending will be available to the Bureau upon receipt of the Field Administrative Report from San Diego for the month of August. This report will be received within several days and further consideration will be given to closing the office at that time after the detailed information is on hand.

With reference to the closing of the office at midnight, the Conference unanimously agreed that this office should be closed at midnight since there appears to be no justification made by the Special Agent in Charge at San Diego to the contrary. As a matter of fact, the Special Agent in Charge at San Diego recommends the office be so closed.

Subject to the Director's approval, there is attached hereto an appropriate communication addressed to the Special Agent in Charge at San Diego concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

Glyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc - Mr. Clegg
Mr. Hendon

190

EPM:ER

THE DIRECTOR

SEPT. 10, 1945

EXECUTIVES' CONFERENCE

~~FBI NATIONAL ACADEMY~~

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5 Cj/6e

The Executives' Conference on September 5, Messrs. Tolson, Glavin, Tracy, McGuire, Coffey, Rosen, Ladd, Hendon and Morgan being in attendance, considered the changes which will necessarily have to be made in line with the attached Executives' Conference memorandum requiring that the name of the FBI National Academy be the FBI National Academy in all instances instead of the FBI National Police Academy. It was pointed out that:

1. The seal of the Academy will have to be changed in its entirety.
2. The cover and frontispiece of the directory of graduates of the Academy will have to be changed completely, as well as references to the FBI National Police Academy in the directory.
3. The letterhead of the National Police Academy Associates will have to be changed.
4. The name of the FBI NPA Associates News Letter will have to be changed.
5. It will be necessary to contact the jewelry company Guterman-Cooper, Yonkers, New York, with a view to making changes in their rings, wallets, lapel pins and keys which carry the initials "NPA."
6. A change in the diploma.
7. Revisions of applications and form letters presently utilized in nominating, acknowledging applications and making designations for attendance at the Academy.

The Conference felt that it would not be necessary to direct a communication to the graduates of the Academy advising of the change in name but did feel that a letter should be directed to all Special Agents in Charge advising them of the change in order that they might be in a position to handle inquiries received. For approval such a letter is attached which, it is believed, should also be directed to Officials and Supervisors at the Seat of Government.

RECORDED
&
INDEXED

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

SEP 12 1945

140

MEMO

323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CJ/bue

August 21, 1945

TO DIRECTOR

FROM SAC, NEW YORK

~~RE: BUREAU'S POLICE SCHOOL~~

At the Inter-Department Conference on August 21, 1945, Messrs. J. E. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Morgan in attendance, the question was brought up as to the correct manner of designating the Bureau's police school as "FBI National Academy" or "FBI National Police Academy." It was noted that in instructions issued on April 24, 1944, it was pointed out that in the future in official correspondence, in publicity and during regular conversations, reference should be made to the "FBI National Academy"; that the program for the graduation exercises be in similar terms; but that the name of the actual organization, the diploma, the directory of graduates and the stationery of the Association may continue to carry the words "FBI National Police Academy."

To establish still further uniformity, the thought was advanced as to handling the designations in the following manner:

FBI National Academy

- In all press releases
- In correspondence with the general public
- In invitations extended to address the graduation exercises
- In releases designed for publication in periodicals not of a police nature
- In the program for the graduation exercises and references to the Academy during the graduation
- In conversations with the public generally

FBI National Police Academy

- In all correspondence with police officials
- In all material for publication in police periodicals, including the FBI Law Enforcement Bulletin
- In the name of the Academy, the name of the actual organization, the diploma, the directory of graduates and the stationery of the Association

RECORDED
INDEXED
Messrs. J. E. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, McGuire and Morgan recommended that in all instances reference be made to the Academy solely as "FBI National Academy."

I agree

166-2554-4041

Mr. Morgan did not agree and felt that we should follow the Bureau's continued above, pointing out that over a long period of time the Academy has been called in police circles as the National Police Academy or the NPA, and that the use of initials would have to be abandoned were the change made in all instances. Mr. Ladd felt that the term "FBI National Police Academy" in police circles was and properly identifies the school as a part of the FBI National Academy.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

memo to Mr. Clegg
8/2/45

Ex. Conf. memo Epm 9-10-45
memo to all SAC's 9-11-45
memo to off's & Sup's
at SOG - Epm - 9-11-45

140

which provides all types of training afforded by the Bureau. Further, he noted that to change the designation at this time would necessitate numerous alterations in present serial and similar matters relating to the Academy.

Respectfully,
RICHARD G. [unclear]

✓
Glynn Tolson

EW
W. A. Rorer

AM:M

THE DIRECTOR

9-10-45

The Executive Conference

a
MANUAL OF SELECTIVE SERVICE REGULATIONS

The Executive Conference, on September 10, 1945, attended by Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Morgan for Clegg, Coffey, Ladd and Rosen, unanimously approved the attached letter to all Special Agents in Charge transmitting Packet No. 68 issued by the Director of Selective Service for insertion in the Manual of Selective Service Regulations.

Respectfully,
FOR THE CONFERENCE

V.
Clyde Tolson

Ed
E. A. Tamm

off
Attachment

cc-Mr. Clegg
Mr. Hendon

32 30 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5 C/16

RECORDED
&
INDEXED
155

66-2554-4042
33 SEP 12 1945

EX - 65

EW *l*
Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____
2/19/93 *10/3*

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5CJ/bce

WRG:uc1

THE DIRECTOR

September 10, 1945

THE EXECUTIVE CONFERENCE

X/HOURS OF DUTY

The Executive Conference of September 7, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Tracy, Coffey, Hendon, Morgan, Ladd, Nichols and Glavin considered a communication received from the Special Agent in Charge at Detroit, Michigan concerning working hours of the employees of that Division.

SAC Guerin recommended that the Bureau give further consideration to having the working hours in the Field return to the 8:30 A.M. to 5:30 P.M. hours. Guerin pointed out that very seldom can an Agent conduct a regular interview in the course of his daily work subsequent to 4:30 or 5:00 P.M.; that the working hour which remains thereafter until 6:00 P.M. cannot be put to real advantageous use; that the earlier working hour at the beginning of the day will enable the Agent to begin his daily activity at an hour when more success can be anticipated in his interviews; that all business institutions and Government agencies in the Detroit area close at 5:00 P.M. or in some instances earlier and we cannot therefore expect to accomplish a great deal after 5:00 P.M.; that some of the clerical employees at Detroit are living in boarding houses or residences where the dinner hour is at a set time and beyond their control to change; and that girls working until 6:00 P.M. cannot get home in time to get the meal for which they may be paying. He further stated that it will be necessary for the families of Agents to delay the dinner hour until 7:00 P.M. or thereafter which might be considered an inconvenience where younger children are awaiting their evening meal.

The Conference after consideration of Mr. Guerin's communication recommends no change in the present Field hours. Should the Director approve, the attached communication should go forward to Mr. Guerin concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

103
Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

SEP 13 1945

cc - Mr. Clegg

Mr. Hendon

1-7-13

THE EXECUTIVE

Executive Conference

September 12, 1945

The Executive Conference considered the matter of transferring the ~~Missing Persons~~ cases from Division Six, that is, Mr. Rosen's Division, to Division Five, that is, Mr. Ladd's Division.

It was pointed out that most missing persons cases are of interest to the Bureau upon the basis of their potentially developing into kidnapping cases, but that in the recent transfer of the kidnapping work, the Missing Persons cases were left in Division Six.

The Conference was of the unanimous opinion that the Missing Persons cases should be transferred from Mr. Rosen's Division to Mr. Ladd's Division in order that the cases might be more logically and efficiently supervised.

Those in attendance were Egan, Tolson, Glavin, Tracy, Coffey, Morgan, Nichols, Ladd, Rosen and Mr. A. Tamm.

#323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5C/bce

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED

Mr. A. Tamm

66-2554-4044

SEP 13 1945

Mr. Tolson ☒ Mr. Clegg
Mr. E. A. Tamm ☒ Mr. Hendon
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 13 1945
190 224

WEG:val

THE DIRECTOR
THE EXECUTIVE CONFERENCE

September 10, 1945

The Executive Conference of September 6, 1945, consisting of Messrs. Tolson, E. A. Tamm, McGuire, Ladd, Hendon, Coffey, Tracy and Glavin in considering the elimination of certain work recommended that the posters prepared by the Cartographic Section every two months be discontinued. The Conference felt that these posters had a definite part to play in the Bureau's war effort; and that the real need for such posters has been eliminated. The Conference, therefore, feels that the preparation of these posters can be eliminated at this time.

Should the Director approve, they will be promptly discontinued.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

66-2554-4045

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5-1/10

SEP 13 1945

140

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-18-2011TO : MR. D. M. LADD
FROM : Mr. E. G. Fitch

DATE: August 31, 1945

SUBJECT: FOREIGN TRAVEL CONTROL
(DISPOSAL OF UNPROCESSED CREW AND PASSENGER LISTS)

OGN: LCC

At the conclusion of the Foreign Travel Control program Passenger and Crew Lists involving 6,752 names remain in the unit on which no action has been taken. These incoming communications have not been recorded. It is anticipated that anywhere from 500 to 1,000 names are in the mail from the field offices, having been submitted prior to the notice of discontinuance.

These communications consist solely of lists of arriving passengers and crew members. No derogatory information is contained therein. The communications require no action inasmuch as only derogatory information was to be furnished the Field through the Supervisor handling the substantive offense.

The only purpose served in indexing these names would be that in the future an interested Supervisor would find available the information that an individual bearing a certain name (usually, no descriptive data available) entered the United States at a certain place via a certain ship or plane sometime in the past. Past experience has reflected that derogatory information is developed on but a small percentage of the names submitted, and in a still smaller percentage of cases is the individual identified with the person on whom the derogatory information was submitted.

It is felt that any communication from the Field which referenced these communications would include the name in the caption and also a statement as to the fact of his arrival in the United States at a certain time and place. This is the sum total of the information contained in the crew and passenger lists.

ACTION:

Authority is requested to destroy these incoming passenger and crew lists (which include approximately 7,000 names) without recording or indexing them.

ADDENDUM: JLM:HBL 9/5/45

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, McGuire, Coffey, Rosen, Morgan, Ladd and Egan, unanimously approved the destruction, without recording or indexing, of incoming passenger and crew lists.

51 OCT 10 1945

~~CONFIDENTIAL~~

Declassify on: OADR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN OTHERWISE

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

FBI:JC

80-634

TO: Mr. E. P. Coffey

DATE: August 21, 1945

FROM: Mr. J. P. Hanratty

SUBJECT: CROOKED GAMBLING DEVICES

At the present time there is in the Document Section of the Laboratory a file consisting of a limited number of crooked gambling devices such as marked cards, loaded dice, misspotted dice, a match box shiner and few fair dice. This collection, in its present state of development is not very impressive. It is used for reference purposes in cases involving the examination of crooked gambling devices and is also used as standard material in the instruction of new Document Examiners.

From time to time the Laboratory receives cases involving the examination of marked cards and crooked dice. As an example, within the last year or so a die was received from the Anchorage Office with a letter dated November 20, 1944 in connection with the case entitled "Gambling Devices" Bureau file #95-12082. With a letter dated October 11, 1944 the St. Paul Office submitted among other evidences five decks of playing cards suspected of being crooked in connection with the case entitled "George David Kennedy, et al, National Stolen Property Act", Bureau file #87-3672. The file on crooked gambling devices was used as reference material in connection with these and other cases.

In view of the growing importance of this subject and the tremendous interest manifested therein by police officers throughout the country, it is believed that the present file should be supplemented with new and more up-to-date material. With this in mind, a review has been made of available material in catalogs available in the Laboratory from which a list has been compiled of such material believed to be of greatest value as reference material.

RECOMMENDATION:

Attached for approval is a letter to the Chicago Office requesting them to discreetly purchase on confidential blue slip the 12 items listed. It is anticipated that many of these items are no longer available with the exact specifications set forth, but it is believed that items of a similar nature could be substituted. The list price totals \$18.80, but it is anticipated that some of these items may have been advance in price.

WAG:VAL 3/29/45 Executive Conference of 8/28/45 consisting of Messrs. E. A. Tamm, Hendon, Ladd, Tracy, Morgan, Coffey, Nichols and Glavin approved the purchase of this equipment.

RECORDED

66-2854-4047
FEDERAL BUREAU OF INVESTIGATION
SEP 13 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL -

30 OCT 2 1945

1945

#323013

DECLASSIFIED

DATE 2/14/83 BY 8521/bu

EPM:BG

August 30-1945

RECORDED

Mr. Walter F. Anderson
President
FBI National Police Academy Associates
c/o Police Department
Charlotte, North Carolina

#323 013
DATE 2/19/93 BY SP5CJ/bue

EX-27
9/1
Dear Walter:

I was glad to receive your kind letter of August 23, 1945, suggesting the possibility of an FBI National Police Academy retraining session this year and indicating the interest of the Associates in such a gathering. It is good to know that the graduates are thinking along these lines and nothing would please me more than to participate in such a reunion, particularly in this Tenth Anniversary year of the Academy.

After carefully considering the possibilities, however, I feel confident that hotel and other facilities in Washington at this time are not adequate to accommodate all of the Associates in such manner as to make a retraining session the pleasant affair we all would want it to be. Further, it is my understanding that at this time substantial doubt exists as to the propriety of meetings of rather large groups where extensive travel is involved.

All of us in the FBI are hoping for a retraining session in 1946 and we most assuredly will desire to discuss with you plans in this regard before any definite decisions are made.

Sincerely yours,

J. Edgar Hoover

cc-Charlotte

NOTE: Approved by Executives' Conference 8-28-45, Messrs. E. A. Tamm, Coffey, Tracy, Ladd, Nichols and Morgan in attendance.

COMMUNICATIONS SECTION
AUG 30 1945 PM

71 367
52 SEP 18 1945

ORIGINAL COPY FILED IN 94-1-664-913

NATIONAL POLICE ACADEMY ASSOCIATES

WALTER F. ANDERSON
PRESIDENT

Charlotte 2, N. C.
August 23, 1945

* 323-13

CLASSIFIED
DATE 2/19/43 BY SP-5/610

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D.C.

Dear Chief:

Executive Conference 9/15

With the recent announcement that within the near future travel restrictions will be greatly changed, many of the members of the FBI National Police Academy Associates are already making inquiry as to whether or not you will have a retraining, reunion, and tenth anniversary of the founding of the FBI National Police Academy Associates later this fall.

I believe if arrangements could be made for the last week in October that we would have a large attendance of our men for a week of retraining and they in turn could attend the class graduation of the thirtieth session of the FBI National Police Academy.

I fully realize that this would entail a tremendous amount of work on your organization with little time to prepare for such a great undertaking. I fully realize, too, that it may not be possible to secure accommodations in Washington, even though travel restrictions would permit us to come there. However, I wanted you to know the trend of thought and how anxious the men of the FBI National Police Academy Associates are to return to Washington for retraining. This is evidence of the great appreciation they have for the exceedingly fine service that you and your staff have rendered law enforcement in this nation through the National Police Academy.

With kind personal regards, I am

Sincerely yours,

WFA:ew

Walter F. Anderson, President
National Police Academy Associates

RECORDED

EX-27

66-2554-4048

FEDERAL BUREAU OF INVESTIGATION
SEP 11 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL COPIES FILED IN 94-1-1566

MEMO

THE DIRECTOR

October 10, 1945

DISCUSSIONS' CONFERENCE

MEMORANDUM FOR MR. TOLSON
APPLICANT, FBI NATIONAL ACADEMY

b7D

The Discussions' Conference on September 7, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Coffey, Hendon, Ladd, Nichols and Egan in attendance, considered an application submitted on behalf of [redacted] to attend the FBI National Academy by [redacted].

At the present time Hoare is still in [redacted] and desires to attend the Academy immediately upon his discharge since he is in [redacted] and does not wish to return to [redacted] prior to receiving the training, indicating that he could effect arrangements whereby his discharge could be coincident with the beginning of the January, 1946, session of the Academy.

b7D

[redacted] of Kansas, is a Detective on military leave from the [redacted] having been in police work since 1928. He has with the [redacted] for one year, with the Pacific Electric Railway for one year, with the Burns Detective Agency at Los Angeles for one year and has been with the [redacted] since 1931. He was divorced in April of 1945 in an uncontested action.

b7D

The Conference unanimously recommended that favorable action be taken with respect to the application submitted on behalf of Hoare to attend the January, 1946, session of the Academy.

HIS ATTENDANCE
SHOULD BE SUBJECT
TO USUAL CHARACTER
CHECK. EAT

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

RECORDED
&
INDEXED

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP-5/6e

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-18-2011

WAG:val

September 4, 1945

Special Agent in Charge

~~CONFIDENTIAL~~

RE: NIGHT DUTY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Dear Sir:

Reference is made to your communication of August 20, 1945,
wherein you request authority from the Bureau to have five Agents
assigned on the 3:00 P. M. to midnight shift at [redacted]
[redacted] and three Agents at [redacted]

b7E

This is to advise you that the Bureau approves [redacted]
assignment of such Agents until such time as these assignments can be
reviewed by representatives of the Training and Inspection staff.

Very truly yours,

John Edgar Hoover
Director

cc - Mr. Clegg

On 8/31/45 the Executive Conference consisting of Messrs.
Tolson, E. A. Tamm, Ladd, McGuire, Coffey, Tracy, Morgan, Hendon and
Glavin approved the above action.

COMMUNICATIONS SECTION

SEP 5 1945 PM

RECORDED

66-2554-4050
FEDERAL BUREAU OF INVESTIGATION

SEP 14 1945

U. S. DEPARTMENT OF JUSTICE

Classified by SP5 C/ke
Declassify on: OADR

~~CONFIDENTIAL~~~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 66-52-3923 Postcard rec 66-388-609

FILE

THE DIRECTOR

EXECUTIVES' CONFERENCE September 13, 1945

The Executives' Conference, with Messrs. Tolson, Glavin, Tracy, Coffey, Morgan, Ladd and E. A. Tamm in attendance, considered the attached bulletin relating to the revision in the practice relative to the placing of mail covers and was unanimously in favor of this bulletin.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

CC- Mr. Clegg
Mr. Hendon

302/6-2/19/93 #323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/82 BY SP-5 CIB/HP
#7764999

RECORDED
&
INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EFM:22

THE DIRECTOR

SEPT. 11, 1945

EXECUTIVES' CONFERENCE

POLICE TRAINING MATTER
PHOENIX FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5 CJB/6

On September 11, the Executives' Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd and Morgan being in attendance, considered a letter received from SAC Duffey relating to a proposed police school to be conducted by the Phoenix Junior College principally for the Phoenix Police Department. Chief of Police James T. Duane of Phoenix was instructed by the City Commissioner to arrange with Professor L. H. Andres of the Junior College for a curriculum to be prepared and a police school conducted through the facilities of the college. It appears that Chief Duane gave Professor Andres the entire responsibility for working out a curriculum and the latter now has a one-year course outlined to be given by members of his staff and outside police officials. Regular college credit is to be granted and classes are to begin in September 1945. Chief Duane estimates that 25 or 30 members of his department will attend and the remainder of the student body will be composed of regularly enrolled students at the college who desire to take the course.

SAC Duffey has informed that he conferred with Professor Andres and Chief Duane explaining the Bureau's policy with respect to police matters and pointing out the undesirable features of students other than duly constituted law enforcement officials being taught police techniques and procedures. Chief Duane indicated he understood the Bureau's position but Professor Andres did not agree and could not understand our policy.

Duane expressed a desire that the Bureau participate in this school to the extent of furnishing instructors in various subjects relating to police work. It was again pointed out to him by Duffey that the Bureau did not feel confidential law enforcement techniques should be taught to the general public and that our appropriation would not permit participation in a school on a yearly basis where other than duly constituted officers were in attendance. The Chief has left the entire matter in the hands of Professor Andres who is described as an educator and theorist who desires to augment his Junior College curriculum without any understanding whatsoever of law enforcement problems.

SAC Duffey has recommended that the Bureau not participate in the school, expressing the opinion that it will be a failure. The Conference unanimously concurred in this recommendation that Bureau instructors not be available incident to police training at the Phoenix Junior College. It was also observed that SAC Duffey has not indicated what steps had been made by him to avert situations of this type and a letter to him is accordingly attached for approval.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Sub. 66-2554-4053
NOT USED

Q

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY sp5-cij/bre

EPH:ER

THE DIRECTOR

SEPT. 13, 1945

THE EXECUTIVES' CONFERENCE

CLERICAL IN-SERVICE SCHOOL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY 8501/6

The Executives' Conference on September 12, Messrs. Tolson, E. A. Tamm, Tracy, Glavin, Coffey, Ladd and Morgan being in attendance, reconsidered a suggestion made by Mr. Raymond P. Jeffer of the Technical Section, Identification Division, that a one-day renewal of the clerical school be held each year in the Department of Justice Building; that at this conference the more important cases handled by the Bureau be reviewed for the employees; and that in so far as possible employees from one section be present at the same time in order to stress the important part these particular employees have played in the development and ultimate solution of important cases.

The Conference noted that the three-day war clerical schools made provision for rather extensive discussion by each division of the Bureau of the outstanding investigations and work performed but that this school was designed for employees who have been in the Bureau six months or longer and there are presently an insufficient number of employees who have not attended to make up a new class. The Conference felt, however, and unanimously recommended, that a one-day type of In-Service program be initiated in the very near future for clerical employees at the Seat of Government, at which would be presented a program comprehending Mr. Jeffer's suggestion. It was felt that this school should be held each year with approximately 100 clerical employees in attendance at a time.

If approved, an appropriate curriculum will be prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECEIVED

RECORDED & INDEXED
206

166-2554-4054
31 SEP 18 1945

30 SEP 19 1945

EPC:LF

THE DIRECTOR

9/13/45

THE EXECUTIVE CONFERENCE

21
The Conference on September 13, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, and Tracy, was advised that at the former Herman Abwehr headquarters in Madrid, Spain, our Laboratory technician found a complete set-up for the rapid destruction of confidential records by burning. Briefly, this consisted of

- 1 - Special correspondence paper treated to burn rapidly.
- 2 - Specially treated file backs and covers which would burn rapidly
- 3 - Incendiary blocks of material placed inside of file cabinets and safes.

Mr. Coffey pointed out that if a similar system would have any value to the Bureau in its investigative work, as for instance in SIS, such a system could be developed in the Laboratory.

The Conference was unanimously of the opinion that such a system was not needed at this time.

Respectfully,
For the Conference

Clyde Tolson

RECORDED
INDEXED

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

SEP 18 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

50 SEP 19 1945

323413
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/19/93 BY sp5ci/bce

RM:BG

THE DIRECTOR

RECEIVED

1120 OCT 10 1945

2/19/93

September 10, 1945

3230/3

Classified by 5250/16
Exempt from GADR

The Supervisors' Conference on September 7, 1945, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Coffey, Hendon, Ladd, Nichols and Nease in attendance, considered a suggestion made by SAC Banner with respect to Field Office Form FD-113 which reflects information to be submitted by Special Agents in connection with preparation of the monthly administrative report. At the present time this form requires the following three items of information from each agent at the end of the month:

Days on Surveillances

Days on Accounting Cases

Days Spent in Monitoring Foreign Funds

Mr. Banner had suggested it would greatly facilitate the preparation of the monthly administrative report were an additional item included on this form requiring that Special Agents set forth the number of days on duty for the month.

The Conference noted that this information would be most helpful to the Chief Clerk in preparing the monthly administrative report and would eliminate the necessity on his part of having to examine field office records to determine the number of days each Special Agent was on duty during a particular month. It was further noted that the number of days spent in monitoring foreign funds no longer has any pertinence as far as the monthly administrative report is concerned.

It was accordingly unanimously recommended by the Conference that Form FD-113 be prepared in such a manner as to require the following information from agents:

Days on Surveillances

Days on Accounting Cases

Days on Duty for the Month

Attached for approval is a letter directed to Mr. Banner, thanking him for his suggestion.

RECORDED & INDEXED

Respectfully,

PER THE CONFERENCE

SEP 18 1945

Glavin-Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71 337
30 SEP 9 1945

Mr. Hendon

WRG:JM

THE DIRECTOR

9/5/45

THE EXECUTIVE CONFERENCE

The Executive Conference of August 30, 1945, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Morgan, McGuire, Coffey, Hendon, Tracy and Glavin, considered a suggestion submitted by Special Agent E. Bruce Ryder to the effect that it might be well for the Bureau to permit certain Field Offices that are engaged in a good deal of surveillance work to maintain one of the older automobiles in good mechanical condition but in not too good a condition on the exterior. Ryder pointed out that some surveillances were conducted in very poor neighborhoods and a shiny automobile always attracted more attention. Ryder also pointed out that this would be no expense to the Bureau; that cars always got a certain number of dents and lost hubcaps, and instead of trying to repair an old car in this respect to just leave it in that condition.

The Executive Conference was of the opinion it would be undesirable to approve this suggestion since it would permit SACs to neglect to give Bureau owned automotive equipment the proper care. It was felt that in special surveillances, arrangements can be made by the SAC of the Field Office to secure equipment which would not be out of place on the surveillance in question.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

66-2554-4057
Clyde Tolson

I think this suggestion has merit
I suggest we refer it to rep SACs for their views.

CC-Mr. Glegg
CC-Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323013
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HEREIN IS UNCLASSIFIED
DATE 3/19/93 BY SP-6/bcc

50 SEP 19 1945

lets sent to Bureau
Connally, Gurnea, Coffey
Hend, Pennington, Glegg
We. K. 11/12/45

ALL INFORMATION CONTAINED
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DATE 2/19/97 BY 5317

RESEARCH DESIGN

1. LAST CHARGING CENTER OR ORIGIN

The International Conference on September 7, Detroit, 20th Dec., C. A. Tom, Illinois, Perry, Tracy, Foster, Steele, Ladd, Nichols and Torgue in attendance, considered a suggestion by Special Agent-Supervisor E. H. Cook concerning a change in the wording of the form letter presently utilized in attaching the copies of origin. It was pointed out that the present form reads as follows:

Reference is made to your letter of _____ regarding that the Division of origin is changed in the above official case.

Person and hereby authorized to designate _____ as the
 Officer of record.

"One benefit of this communication, you are requested to carefully check your file and make certain that the new division of origin has all entries in the new containing document table."

Dr. Calkins reported the following letters and in substance:

It is requested to make to your listing of _____
that the office of origin be changed in the above entitled
entry.

with Bureau hereby designated _____ as the office of
posting.

"Upon receipt of this communication, the former office of origin is requested to carefully check its files and make certain that the new office of origin has all copies in the same containing important data."

He pointed out that the change in form would effect a change from "office of captain" instead of "division of captain" which has been understood since the late 1900's in Section III of the Manual of Police Regulations and, further, that the change would indicate the Bureau is designating the office of captain instead of having a Captain designate heads or zone office field offices as the office of captain.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference unanimously recommended that when the present supply of funds diminished, the new forms be approved in accordance with the suggestion for approval in a letter directed to Mr. Fair thanking him for his suggestion.

Very truly,
Yours,
R. M. WELLS

4-10-68

2000

50-SEP-1985

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT
WPB:MAC

DATE: August 17, 1945

TO : E. P. COFFEY

FROM : R. F. PFAFMAN

SUBJECT: Electric Megaphones

There is attached hereto a suggested letter to all Special Agents in Charge covering electric megaphones. The text is an extract from the chapter prepared for the Manual of Technical Equipment, but the latter is still awaiting drawings by the Cartographic Section.

Letter approved by Executive Conference 8/20/45 - Present: Messrs. E. A. Tamm, McGuire, Hendon, Tracy, Ladd, Morgan, Rosen, Coffey.

#323013

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DATE 2/19/93 BY SP-6

RECORDED

66-2554-4059

FEDERAL BUREAU OF INVESTIGATION
SEP 18 1945
U. S. DEPARTMENT OF JUSTICE
MAILED ON ORIGINATOR

EX-10

7/

1940

ORIGINAL COPY FILED IN 66-2554-2630

OK

EPC:AF

~~CONFIDENTIAL~~

THE DIRECTOR

THE EXECUTIVE CONFERENCE

9/17/45
2/9/93 #323013
DECLASSIFIED BY 9256/buc
DECLASSIFY ON: OADR

b7E

The Conference on September 17, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Morgan, Nichols, Rosen, and Tracy, considered a letter from [redacted] in which he submitted two questions.

- 1 - Does the Bureau feel that at this time it should alter its present policy to the effect that [redacted] is located in an undercover manner [redacted] and that if this policy were changed and [redacted] it might permit a saving of some personnel, particularly on the midnight shift when there is very little activity [redacted] feels that the security problem wouldn't be greater in the field offices and that a night clerk on duty in the field office could keep his eye on the [redacted] and in this way eliminate the services of an Agent.

b7E

The Conference unanimously recommended against a change of policy at this time. The Conference feels that the big objection to having [redacted] in the field office is the fact that their presence would cause needless discussion among the Agent and clerical personnel in the office concerning their activity. The Conference feels that the fewer people that know about [redacted] the greater the security.

b7E

- 2 - [redacted] submitted a second question in the event the Bureau does not feel this is the proper time to change its general policy regarding the above. He recommends that there be utilized the services of one or more of the [redacted] who heretofore have been assigned to the [redacted] The Bureau's [redacted] is of the opinion that one or more of these [redacted] could quickly learn the work on the [redacted] and to that extent relieve Special Agents.

b7E

The Conference was unanimous in recommending that two of these [redacted] be assigned to [redacted] for the purpose indicated.

RECORDED
INDEXED
66-2554-4060
121 121 121
Respectfully,
For the Conference

SEP 19 1945

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

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WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

60 SEP 28 1945

MEMORANDUM

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

SEPT. 17, 1945

CHARGEOUTS OF CLOSED FILES

The Executives' Conference on September 12, 1945, considered the present instructions with respect to the handling of chargeouts of closed files and serials therefrom as set forth in Bureau Bulletin #19 dated March 14, 1945. This bulletin inaugurated a somewhat elaborate procedure in the handling of closed files or serials that are charged out in that duplicate chargeout slips are prepared, the original to be placed in the file folder from which the closed file is removed or in the closed file itself where only a serial therefrom is charged out. The duplicate chargeout slip on the other hand is to be maintained in a control box in the Chief Clerk's office in numerical order. The system contemplates that upon return to the closed files section of a file that has been charged out the original chargeout slip will be noted with the letter "R" (meaning returned) and thereafter routed to the clerk handling the control box who will then destroy both the original and duplicate chargeout slip. In view of several complaints received from the field concerning the practicability of this system the advisability of continuing it was submitted to nine Bureau officials and Special Agents in Charge. All of those to whom the question was submitted agreed that the present system does not work satisfactorily and that we should discontinue altogether following files that have been charged out or in the alternative adopt a more simple procedure. Categorically the objections to the present system are:

1. No system however elaborate will prevent closed files or serials therefrom from being lost.
2. Agents at the time they prepare chargeout slips do not know whether a file is pending or closed and in consequence upon finding that a file desired is a closed file it is necessary for a clerk in the Chief Clerk's office to prepare a duplicate chargeout slip. (The Washington Field Office has estimated that one hour per day is required by a clerk to prepare duplicates.)
3. The system in effect contemplates a closer attention being given to closed files than is given to pending files.
4. A great many closed files are reviewed daily in offices on name checks necessitating that the files be out for only a very short period of time. The system creates difficulty inasmuch as a rather complicated procedure is entailed although the files are out for a very short period of time.

6. SAC Hood has pointed out that the Los Angeles office pulls between 700 closed files and serials a day and that it has required the full services of two employees to handle the closed chargeout slips in accordance with the present procedure. Between 600 and 700 duplicates are filed each day.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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HEREIN IS UNCLASSIFIED
DATE 2/19/93 BY SP5CJ/bce

60 SEP 20 1945 40

in the Los Angeles office and approximately the same number of returns are received on which the originals have to be pulled from the chargeout box meaning that between 1,200 and 1,400 closed chargeouts are handled each day in that office. It would appear that a comparable problem appears in any office of the same size.

With Messrs. Tolson, E. A. Tamm, Tracy, Glavin, Coffey, Ladd and Morgan in attendance the Conference unanimously recommended that consideration be given to adopting a different procedure for handling chargeouts from closed files, the Conference feeling that some type of system is necessary to follow the return to the closed section of files. Two systems appear to present a logical handling of the situation.

1. The so-called "purgatory" system whereby a separate section of file cabinets is setup in the Chief Clerk's office in addition to the usual pending and closed sections. In the purgatory section are placed folders relating to closed files when such files are charged out. When the file is returned the folder and file together are returned to the closed file section. The same procedure is followed where a serial is charged out from a closed file except, of course, both the folder and the file proper are placed in the purgatory section.

2. Another procedure is one suggested by SAC Soney whereby a distinctive colored piece of paper large enough to protrude over a file folder is to be placed in the folder in those instances where closed files or serials therefrom are charged out. Mr. Soney felt and he advises this system has worked in the past that by setting up an administrative tickler to check periodically the closed files section it would be a simple matter for a clerical employee readily to notice the distinctive colored card protruding above a folder in the closed section; that in this manner it would be possible to determine whether serials or files had been charged out for a period in excess of the time permitted by Bureau regulations.

The Conference recommended that the advisability of adopting one of the foregoing procedures be submitted to several selected Special Agents in Charge for their opinions. Appropriate communications are attached.

Respectfully,
For the Conference

OK
H.
✓
Clyde Tolson

EAT
E. A. Tamm

KPC:AP

THE DIRECTOR
THE EXECUTIVE CONFERENCE
TRAINING

9/17/45

The Conference on September 17, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Morgan, Nichols, Rosen, and Tracy, considered whether, in view of the recent uncertainty as to what personnel changes may be necessary in the Bureau in the next few months, it would not be wise to suspend for the present all ~~special~~ training other than the regular ~~in-~~service training. This would include both the new training and retraining in such subjects as sound equipment, locks, photographic work, etc.

The Conference felt that since there was a possibility that the Bureau may lose some Agents in the next few months and since the specific identities of these cannot be determined at this time, it would not be worthwhile to give this highly specialized training to those who might be leaving the service.

Accordingly, the Conference unanimously recommends that for the present, all special training of this sort be discontinued and that a tickler be set up to reconsider this position as the personnel situation changes.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RECORDED

INDEXED

166-2554-4062
31 SEP 19 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/19/93 BY SP5 cjb/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 SEP 20 1945 140

EXHIBIT

THE DIRECTOR

EXECUTIVES' CONFERENCE

9/18/45

86
The Executives' Conference on September 17, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Egan and Morgan being in attendance, considered the advisability of promulgating a definite rule as to the safe distance between lanes on the practical pistol course. It was noted that this matter had been submitted to Mr. Sloan at Quantico who indicated that it would be advisable to set a minimum distance of 60 feet between lanes to insure safety, particularly in the case of newer agents and FBI National Academy Associates who sometimes participate in field firearms training.

The Conference unanimously recommended that a minimum distance of 60 feet be proscribed as the distance between parallel lanes on the practical pistol course. If approved, appropriate instructions will be issued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

OK.
H.
RECORDED & INDEXED

66-2554-4063
SEP 19 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 2/19/93 BY SP2/6

60 SEP 20 1945

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66-2554-4064

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DATE 2/19/93 BY sp5 cjk/ace

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100-100

THE DIRECTOR

323013

October 10, 1945

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DATE 3/11/93 BY SP-1/bce

CONFIDENTIAL

~~CONFIDENTIAL~~
~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED~~

The Executive Conference on September 20, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Ladd and Horgan in attendance, considered the advisability of conducting in-service classes on Friday (the last work) at 4:30 PM instead of at 6:00 PM as at present. It was noted that many persons to major points leave Washington prior to 6:00 PM and that, by continuing classes until that time, it is necessary in some instances for in-service men to lay over until the following day after the conclusion of in-service training on Friday.

The Conference accordingly recommended that classes be conducted at 4:30 PM on the last Friday, it being pointed out that this can easily be accomplished in the following manner:

1. The panel hours on the Security Division reduced from one hour to one-half hour.
2. The one-hour panel hours on the Training & Inspection Division eliminated. (This was only recently instituted in the curriculum, and several representatives of this division appear before the agents during the in-service course.)
3. Reducing the time for the sessions from one and one-half hours to one hour. (The time for the sessions was reduced from one and one-half hours to one hour.)

RECORDED 66-2554-4065
SEP 19 1945

Consistent with the foregoing recommendation, the Conference recommended that arrangements be made for the Assistant Chief, now being called in for in-service, to see Bureau officials, as was done in the case of Chief. In view of the recommendation that classes terminate at 4:30 PM on the last Friday, consideration was given to scheduling appointments for Friday afternoon. This would mean that the Assistant Chief would miss the Friday afternoon classes, including the hours of practical work on latent fingerprints, and have to go to the FBI National Academy, and one hour on Collective Service, Public Act and Experimental Application. Considering all of the subjects presented in the in-service curriculum, it was felt that the Assistant Chief could be aided by the Assistant Chief with the last hour of class, and the Conference accordingly recommended that Friday afternoon be set aside for their conference with Bureau officials.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Very truly,
The Director

E. A. Tamm

Handwritten signatures and initials.

100-100
10/10/45
Mr. Hendon

EX-111

THE DIRECTOR

9-10-45

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY
MANILA, P. I. POLICE DEPARTMENT

#323013
ALL INFORMATION CONTAINED
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DATE 3/11/93 BY SP5C2/bse

The Bureau has received a letter dated August 27, 1945, from Inspector T. E. Naughten recommending that two representatives of the Manila Police Department be designated to attend the 31st Session of the FBI National Academy to begin January 7, 1946. Mr. Naughten has related of conversations with Colonel Jeremiah P. Holland, U. S. Army, presently Chief of Police at Manila, during which he pointed out that on August 20, 1945, the Commonwealth Government of the Philippines had appropriated \$7,500 to provide for expenses of police department representatives to receive training and further that as of August 22, 1945, the United States Army had approved gratis travel by Army transportation of any representatives of the Manila Police Department designated for attendance at the FBI National Academy. It is to be noted the Bureau originally indicated we would accept one representative from the Manila Department and Mr. Naughten in this instance has recommended the designation of two representatives as an exception to our rule of admitting only one man from any one department.

The individuals to be sent to the Academy are Celestino C. Juan and Telesforo Tenorio, both of whom are stated to speak English fluently. Juan is presently Deputy Inspector of Police and it is contemplated upon the turning over by the Military of the Manila Police Department to the Commonwealth, he will be named a full Inspector of Police. He is stated to be an attorney with an impressive military background. Tenorio is presently Deputy Chief of Detectives and it is contemplated he will become Chief of Detectives upon the Commonwealth's taking over full police authority. Although only 36 years of age he has been engaged in police work since 1930. Mr. Naughten has pointed out that both of these men have been scrutinized very carefully by the United States Army and have been selected by Colonel Holland and Colonel Angel M. Tuason, Deputy Chief of Police, Manila, because of their assured integrity, loyalty and abilities.

RECORDED

On September 17, the Executives' Conference, consisting of Mr. Tolson, Mr. E. A. Tamm, Mr. Glavin, Mr. Tracy, Mr. Coffey, Mr. Nichols, Mr. Ladd, Mr. Egan and Mr. Rosen, unanimously recommended that both Juan and Tenorio be designated to attend the January Session. If approved, the necessary applications will be forwarded and inquiries made.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

60 Oct 12 1945
Mr. Clegg

713

THE DIRECTOR

SEP. 18, 1945

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY - 1946 SESSIONS

On September 17, the Executives' Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Rosen and Morgan in attendance, considered the dates to be scheduled for the 3 sessions of the FBI National Academy during the year 1946. It is noted that the 31st Session is presently scheduled to begin January 7, 1946, to run for 12 weeks and terminate with Graduation Exercises on Friday, March 29, 1946.

The Conference unanimously recommended that the 32nd Session begin on April 8 and conclude on June 28, 1946; that the 33rd Session begin on July 15 and conclude on October 1. Further, the Conference considered the matter of holding a reunion for the Academy Associates during 1946. It was unanimously agreed and recommended that a reunion be held during the last week of the 33rd Session; that is Monday through Friday, September 30 - October 1, 1946, and that the necessary announcements be made as soon as possible in order that the Associates may make their vacation and other plans possibly to coincide with the scheduled date for the reunion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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DATE 3/11/93 BY SP2/bce

RECORDED & INDEXED
236

166-2554-4067
31 SEP 19 1945

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

30 SEP 20 1945

[Handwritten signatures and initials]

COPY:FC

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Post Office Box 1850
Atlanta 1, Georgia
August 27, 1945

ETH:SL
1-123

AIRMAIL SPECIAL DELIVERY

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/1/93 BY SP5WJ/bce

Director, FBI

ATTENTION: TRAINING DIVISION

Dear Sir:

Major WILLIAM SPENCE of the Georgia State Highway Patrol, has advised he is conducting a three-day school for the Forestry Rangers of the Department of Forestry, State of Georgia. This school is to run September 10 through September 12, 1945. This school will consist of the training of ten employees of the Forestry Service in the fundamentals of law enforcement. Major SPENCE advised that each of these officers is a qualified peace officer for the State of Georgia with power of arrest.

He has requested that an instructor be furnished from 9 AM to 10 AM on September 10, 1945 on the subject "Note Taking and Value of Report Writing" and on the same date from 1 PM to 4 PM on the "Techniques and Mechanics of Arrest - Picture and Lecture." We have designated Special Agent MARCUS B. CALHOUN for this date.

For Tuesday, September 11, 1945, from 1 PM till 4 PM, we have designated Special Agent in Charge ROSWELL E. SMITH to handle "Investigation of Fires, Collecting of Evidence, and Preservation of Evidence."

On Wednesday, September 12, 1945, we have designated Assistant Special Agent in Charge ALFRED I. MEANS from 1 PM to 4 PM to handle "Firearms" and "Disarming Methods." This will be a lecture.

It is believed that it would be appropriate for this office to handle the above assignments and furnish the above instructors at the prescribed time.

Unless advised to the contrary, the above assignments will be carried out.

Approved by Executive Conference
8-30-45 Messrs. Tolson, E. A. Tamm,
Glavin, Tracy, Coffey, McGuire, Clegg
Ladd, Hendon and Morgan being in
attendance. No answer required.

Very truly yours,

ROSWELL E. SMITH
SAC

66-2554-4068
FEDERAL BUREAU OF INVESTIGATION
SEP 11 1945
U. S. DEPARTMENT OF JUSTICE

50 SEP 18 1945

INITIALS ON ORIGINAL - 12

ORIGINAL COPY FILED IN 1-16-102

September 11, 1945

SAC	ALBANY	DES MOINES	MEMPHIS	PROVIDENCE
	ATLANTA	DETROIT	MIAMI	RICHMOND
	BALTIMORE	EL PASO	MILWAUKEE	ST. LOUIS
	BIRMINGHAM	GRAND RAPIDS	NEWARK	ST. PAUL
	BOSTON	HONOLULU	NEW HAVEN	SALT LAKE CITY
	BUFFALO	HOUSTON	NEW ORLEANS	SAN ANTONIO
	BUTTE	HUNTINGTON	NEW YORK	SAN DIEGO
	CHARLOTTE	INDIANAPOLIS	NORFOLK	SAN FRANCISCO
	CHICAGO	JACKSON	OKLAHOMA CITY	SAVANNAH
	CINCINNATI	KANSAS CITY	OMAHA	SEATTLE
	CLEVELAND	KNOXVILLE	PHILADELPHIA	SIOUX FALLS
	DALLAS	LITTLE ROCK	PHOENIX	SPRINGFIELD
	DENVER	LOS ANGELES	PITTSBURGH	SYRACUSE
		LOUISVILLE	PORTLAND	WASHINGTON, D. C.

RE: ADDITIONAL BATTERY CAPACITY FOR TWO-WAY FM RADIO AUTOMOBILES

In reference to the Bureau letter to all Special Agents in Charge dated April 7, 1945, concerning the above matter, a few Field Divisions have experienced some difficulty in making arrangements for the construction and installation of trunk battery boxes for the two-way FM radio automobiles.

It is desired that you have this work completed as soon as possible and immediately thereafter the Bureau should be advised appropriately.

Very truly yours,

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/14/93 BY SP5C/166

J. A. Hoover

Approved by Executive Conference 8/28/45.
Conference consisted of Messrs. E.A. Tamm,
Glavin, Nichols, Coffey, Morgan, Tracy,
Ladd, and Hendon.

John Edgar Hoover
Director

RECORDED

EX-65

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 26 1945

66-2554-4069
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2554-7947

DML:CSH

THE DIRECTOR

Executives Conference

September 21, 1945

COLLECTION OF UNPAID FINES AND BAIL BOND FORFEITURES

At a meeting of the Executives Conference on September 21, 1945, attended by Messrs. Tolson, Glavin, Tracy, Nichols, Coffey, Rosen, Morgan and Ladd, the Conference was advised that during the course of the survey being made of the Department of Justice, advice was received from representatives of the Collection Unit, Criminal Division, to the effect that there are approximately fifty to fifty-five million dollars outstanding in unpaid fines and bail bond forfeitures, which are due to the United States; that these run anywhere from \$5 on up.

It was pointed out that it is believed many of these fines or bail bond forfeitures could be collected if the cases could be investigated, and in other cases it might be verified that the individual has long since been dead and the case could, therefore, be written off the docket. It was further pointed out that officials in the Department had advised it might be desirable to hire a special force of attorneys to collect these fines; and it was suggested that in lieu thereof the Bureau have Special Agents review all the district court dockets for the purpose of picking up those cases involving unpaid fines or bail bond forfeitures, and thereafter conduct an investigation to ascertain the financial ability of the individual to pay this claim to the Government.

The Conference unanimously recommended that the Bureau advise the Department that arrangements will be made to have the Bureau's field offices contact the United States Attorneys and have them turn over a list of any such cases to the FBI, and thereafter the FBI will conduct appropriate investigation. It was felt it would be preferable to have the United States Attorneys check the dockets and refer the cases to the Bureau, rather than assigning numerous agents to such a docket check.

In the event you approve the recommendation of the Conference, the Department will be advised of the Bureau's decision in the inspection report being submitted relative to the Department survey, and the Department will be requested to notify the United States Attorneys to take immediate steps to review the docket and refer all such cases to the SACs in their territory; also an appropriate bulletin will be prepared for the field advising of this action.

Respectfully,
For the Conference, 166-2354-4070

Clyde Tolson

Edward A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP5/MLK

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 SEP 25 1945

SJT:jm

September 19, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Rosen, Coffey, Morgan and Tracy, on September 17, 1945 considered two suggestions of Austin B. Childress, Fingerprint employee now on military leave with the Potomac River Naval Command.

1. Mr. Childress suggested that the Bureau secure from the War and Navy Departments a list of persons who have received other than honorable discharges and that their fingerprint cards be removed from the non-criminal file and placed in the criminal file. He feels there would be in the future positive, permanent identification records of criminally discharged members of the armed forces. He feels that the Bureau would be in a position to furnish this information to other Government agencies and private industry making applicant investigations.

The Conference was opposed to the suggestion.

2. Mr. Childress suggested that the Bureau Laboratory inquire into a new method of x-raying individual fingers whereby a clear outline of the fingerprint pattern can be obtained with the aid of a new type of film. Mr. Coffey advised that the Laboratory is already familiar with this new type of film and the Conference unanimously recommended the Laboratory ascertain whether there is any practicable application as suggested by Mr. Childress.

If you approve the foregoing, there is attached a letter to Mr. Childress thanking him for his continued interest in the Bureau.

323013
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HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP5CJ/6C

RECORDED
&
INDEXED
16

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

166-2554-4071
SEP 24 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

EST:js

September 19, 1945

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/11/93 BY gaj/bce

THE DIRECTOR

Re-Rating Fingerprint Cabinets

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Rosen, Coffey, Morgan and Tracy, considered the recommendation of the Inspector that all fingerprint cabinets in the criminal file in the Identification Division be re-rated each six months.

Cabinet assignments vary in difficulty of search. Accordingly, in order to rate employees on production, some cabinets are given a higher rating than others. The present practice has been to re-rate any cabinet assignment, of which there are 172, upon the request of any employee. Upon receiving a request a committee consisting of four technically qualified employees studies the cabinet rating and makes a recommendation.

For the period September to December, 1944, two cabinet assignments were re-rated, one was increased and one was decreased.

From January to September, 1945, six cabinet assignments were re-rated and four were increased, two being decreased. No record is kept of cases where the rating remains the same.

The Inspector recommended all 172 cabinet assignments be re-rated each six months. The Conference, with the exception of Mr. Tracy, recommended the cabinets be re-rated once each year.

Mr. Tracy, in opposition to a change in the present system of re-rating on the request of any employee, pointed out to the Conference it takes the time of four technical employees, from 3 to 4 hours, to re-rate a cabinet assignment; that once cabinet assignments have been re-rated the increase in difficulty due to incoming fingerprints is approximately the same in all classifications. Therefore, there is no reason to re-rate cabinets except when employees working on an individual cabinet assignment feel their cabinet is harder than some other assignment. This practice has worked very satisfactorily with a minimum of employee dissatisfaction. In addition, Mr. Tracy does not feel the additional time and expense is justified.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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66-2554-4072

SEP 25 1945

20 SEP 25 1945

MEMORANDUM FOR THE DIRECTOR

September 19, 1945

The proposed system is the old system formerly in effect and it was not satisfactory as after each re-rating, employees would complain of the re-rating of their particular assignment. Under the present system all complaints have been settled and are not unsettled annually or semi-annually.

For the Director's information, all cabinet assignments were re-rated after moving to the Armory at which time the cabinets were spread out. Subsequently, the cabinets have been expanded and every time cabinet assignments have been changed by necessary expanding, the assignments affected are automatically re-rated. The last change was in 17 cabinets in the female files which were re-rated last September. 12 assignments were reduced and 5 remained unchanged.

Respectfully,
For the Conference

O. A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

FPG:AF

THE DIRECTOR

9/21/45

THE EXECUTIVE CONFERENCE

28
The Bureau has had a policy rule that its ~~laboratory experts~~ will not testify in court when other outside experts are offered by the prosecution on the same subject matter.

The Conference, per adv. advised that there has been brought to the Bureau's attention a state statute in Indiana which required that three witnesses at least shall be required to prove the fact of genuineness of a writing. A copy of the statute, which was passed in 1935, has been forwarded to the Bureau by the Prosecutor at Evansville, Indiana.

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Morgan, Nichols, Rosen, and Tracy, was unanimously of the opinion that the existence of such a statute in Indiana or, for that matter, in any other state need not disrupt the Bureau's general policy on this subject. The Conference feels that in the rare instance in which our policy might come in conflict with such a statute the individual case be considered at that time to determine whether any reason exists why our expert should not be permitted to testify and perhaps in more important cases of nation-wide interest it might also be considered whether it might not be wise for the Bureau to send three experts, thus meeting the requirements of such a statute.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

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DATE 3/11/92 BY spc/ibc

RECORDED
INDEXED

66-2554-4073
EX-65
23 OCT 25 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 SEP 25 1945

EPM:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY
SPECIALIZED TRAINING

#323013
ALL INFORMATION CONTAINED
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DATE 3/11/92 BY SP5CJ/bce

9/21/45

It is recalled that beginning with the January 1946 (31st) session of the FBI National Academy each class will continue for a period of 12 weeks instead of 14 weeks as at present, the first 10 weeks being a regularly scheduled program of required subjects and the 2 remaining weeks devoted to specific subjects which the Bureau would indicate and from which the students might make a selection to engage in one or two weeks of specialized study. It is also to be noted that the thought of permitting former graduates to return during the final two weeks' period of specialized training if they desire has also been approved.

At this point the selected subjects for specialization to be treated as electives are as follows:

1. Police Administration and Organization
2. How to Set up a Police Laboratory
3. Police Records, Statistics and Report Writing
4. Fingerprint Identification
5. Juvenile Control
6. Investigative Methods and Techniques
7. Traffic (those selecting Traffic to be required to take the full 2 weeks' specialization of this one subject)
8. Firearms Training
9. Police Photography

The Executives' Conference on September 21 with Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Tracy, Nichols, Coffey, Rosen and Korgan in attendance, considered a suggestion that in addition to the foregoing subjects a one week course in Defensive Tactics also be included for those officers who might like to specialize in this phase of work at the conclusion of the 10 week basic course. The Conference unanimously recommended that the Defensive Tactics course be added but that the attendance be limited to those who appear physically capable of participating in the strenuous activity entailed by the training.

Respectfully,
For the Conference

RECORDED

INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg

70 SEP 25 1945

MEMO

THE DIRECTOR

9/21/45

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY
THIRTY-FIRST SESSION, JANUARY 1946

W. B. D. H. A.
The Executives' Conference on September 21, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Tracy, Nichols, Coffey, Rosen and Morgan being in attendance, considered and unanimously recommended the departments set forth on the attached list along with alternate designations to send representatives to the 31st Session of the FBI National Academy to convene in January of 1946.

In addition to the departments indicated on the list if was, of course, recognized that from time to time it will be necessary to take up separately certain departments which we may desire also to consider.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

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HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY *SP5/cj/bce*

EX-65

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 SEP 20 1945

JSR:WL:ER

September 18, 1945

Mr. George E. Lander
Sergeant of Police
Yorkville, Ohio

Dear Mr. Lander:

I am in receipt of your letter of September 7, 1945, inquiring about the status of your application to attend the FBI National Academy. In response to your inquiry I would like to advise that the National Academy has not been discontinued and that the Thirty-first Session of the Academy is scheduled to begin on January 7, 1946. In view of the fact that your application has been on file since 1940, I am pleased to advise you that it is now possible to give consideration for your attendance at the January session. Instructions will be issued to the Cincinnati Office of the FBI in the very near future requesting that the usual character and background investigations be conducted. In the event you are qualified to attend the Academy an invitation will be issued to your Chief of Police inviting him to designate you to attend that session.

Your continued interest in the FBI National Academy is appreciated and I am pleased that it is now possible to give consideration to your application.

Sincerely yours,

cc: SAC, Cincinnati

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/83 BY SP5/BJE

Approved by Executives' Conference on 9/17/45, those present being Messrs. Tolson, E.A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Rosen and Morgan.

COMMUNICATIONS SECTION
SEP. 18, 1945

RECORDED

RECORDED

66-2554-4077
FEDERAL BUREAU OF INVESTIGATION
SEP 2, 1945
U. S. DEPARTMENT OF JUSTICE

51 JAN 3 1946

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MEMO

T. J. DIRECTOR

9/21/45

EXECUTIVES' CONFERENCE

FIELD OFFICE INDICES

On September 21, the Executives' Conference with Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Tracy, Nichols, Coffey, Rosen, and Morgan in attendance considered a letter from the Miami office pointing out that in the files of that office are approximately 10,000 index cards which are filed under automobile license number, motor number and serial number and suggesting that these cards serve no useful purpose inasmuch as most of them are very old and the automobiles to which they refer have long since been out of existence. It was further pointed out that at the present time there is no means by which it might be determined how old a particular index card is without referring to each individual file. Authority was accordingly requested to date index cards of the type indicated in order that at the end of a period of five years all undated cards could be destroyed and to enable at periodic intervals a purging of the indices of unnecessary index cards.

The Conference recognized generally merit in the proposal. It was observed, however, that two exceptions should be made:

1. In the case of unknown subjects the motor number or other number relating to an automobile is the only means by which a particular file can be located inasmuch as the only identification of the file and car in question will be through the index card which reflects either the motor number, serial number or license number.

2. It was further observed that the destruction of cards after five years did not provide an adequate period of time inasmuch as many automobiles are still operating after that period of time. The Conference felt that the period of destruction of the cards should be 10 years instead of 5.

RECORDED & INDEXED

The Conference accordingly recommended that field offices be instructed to date index cards in those instances where the card relates to the motor number, serial number, license number or other possible identifying number of an automobile. Further, that field offices be instructed to destroy such index cards 10 years after the date reflected thereon except in those instances where the subject of the case is unknown or for some reason the particular index card reflecting the number may be the only means of identifying the pertinent file. It was recognized that field office indices should be checked at this time for any cards of the type indicated which have been in file for a period in excess of 10 years and they be appropriately deleted. If approved, appropriate instructions will be issued.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/11/93 BY SP-12/KCE

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

9/24/45

The Executive Conference of September 17, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Tracy and Glavin considered a communication received from the Special Agent in Charge at Detroit, Michigan concerning the office hours of that Division.

Hours of Duty

For the Director's information, the Special Agent in Charge at Detroit stated that he still is of the opinion that the Detroit Division continue to remain open 24 hours daily; that they have one agent on duty from 12 midnight to 8:00 A.M. and arrangements have been made to utilize to the fullest his services during this period of time; that quite a few calls come in during the late hours; that they have a major problem in so far as safety is concerned regarding file cabinets of the Detroit Division; that over a hundred of the cabinets of the Detroit Division are wood, they have no locks and no sides; and that it would be necessary to have locks installed in order to be able to lock these cabinets at night. He further points out that the Detroit Division has 22 openings onto a public corridor which makes the office vulnerable for entrance by unauthorized individuals.

The Conference felt that due particularly to the present labor situation, it would be desirable for the Detroit Division to remain open 24 hours a day; and should the Director approve the conference recommendation, the attached communication should go forward to the Special Agent in Charge at Detroit.

Respectfully submitted,
FOR THE CONFERENCE

#323013
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DATE 3/11/93 BY SP5/bee

Clyde Tolson RECORDED
INDEXED

E. A. Tamm

EX-6

cc - Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Hermington
Jimm Tamm
Jase
Gandy

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THE DIRECTOR

9-21-45

The Executive Conference

~~PAROLE~~ REPORTS

#323013
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DATE 3/11/93 BY SP/lee

The Executive Conference on September 21, 1945, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Morgan for Clegg, Ladd and Rosen in attendance, considered the letter from Arthur D. Wood, Chairman of the United States Board of Parole, in which he stated his desire to obtain Parole Reports. The letter is pertinent. It is quoted as follows:

"We have struggled along during the period of the emergency minus the aid gained from the invaluable reports which had been furnished routinely. It proved to be a serious handicap and made our work doubly difficult.

"Now that the conflict has been terminated, we feel that perhaps this service might be restored to us and address you to this end. In our judgment, it is imperative that we have these reports in order to do good parole work.

"Will you kindly give the matter your serious consideration and thereby greatly oblige?"

Prior to April 1, 1942, the Bureau prepared Parole Reports for the U. S. Board of Parole in those instances where the subject of one of our cases was sentenced to imprisonment for more than one year. By Bureau Bulletin No. 25, First Series, dated April 1, 1942, the practice of submitting these reports was discontinued and none are being submitted by any Field Division in any type of case at the present time.

Heretofore we have advised the Parole Board and Mr. Bennett, Director of the Bureau of Prisons, that this curtailment in the submission of Parole Reports was necessary in order to meet the heavy demands upon this Bureau occasioned by the added responsibilities in the field of National Defense and Internal Security investigations. We also pointed out that information in our possession would still be available to the Board of Parole through the reports furnished to the Department of Justice and United States Attorneys.

RECOMMENDATION: The Conference is of the unanimous opinion that Parole Reports should again be prepared, that they contain much background information concerning the subjects and are very helpful in preparing material concerning these cases.

A Bulletin will be prepared relating the practice of submitting Parole Reports in the event the recommendation is approved.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

66-2554-4080

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MEMORANDUM FOR THE DIRECTOR

A letter is attached hereto advising Mr. Wood, Chairman of the Parole Board, that steps are being taken to revive the practice of preparing Parole Reports.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
H
[Signature]
E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

SAC, JACKSON

SEPTEMBER 19, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FBI NATIONAL ACADEMY ASSOCIATES

15
Reference is made to your letter dated August 25, 1945, requesting the Bureau to clarify any discrepancies which might exist between the instructions set forth in the letter to all Special Agents in Charge #115 dated May 16, 1944, and the change in the Manual of Rules and Regulations dated August 2, 1945, covering Section 3 H (10).

The manual provision requires that at least once every four months graduates of the Academy shall be contacted and a report of their activities submitted to the Bureau whereas the SAC letter requires contacts every other month with graduates for the purpose of obtaining material for the News letter. These latter instructions are, of course, for a special purpose and should be followed.

NOTE: Approved Executives' Conference
9/17/45, those present being Messrs.
Tolson, E. A. Tamm, Glavin, Tracy,
Coffey, Nichols, Add Rosen, and
Morgan.

COMMUNICATIONS SECTION
SEP 19 1945

#323013
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DATE 3/11/93 BY SP-6/BCA

RECORDED

EX-5A

66-2554-40811
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPIES FILED

JER:DJB

September 14, 1945

Mr. Thomas W. Ryan
Inspector
Police Department
Buffalo, New York

My dear Inspector:

In accordance with the request set out in the letter of September 5 from William J. Bennett, I am enclosing a list of Special Agents still with the Federal Bureau of Investigation who have acted as counselors for the FBI National Academy.

I am also pleased to enclose five additional copies of the July 21, 1945, issue of the directory of graduates.

With best wishes and kindest regards,

Sincerely yours,

J. Edgar Hoover

Enclosures

cc - Buffalo

Approved Executives' Conference 9/17/45, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Rosen and Morgan.

COMMUNICATIONS SECTION

SEP 18 1945

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DATE 3/11/93 BY SP5/cj/bce

RECORDED & INDEXED

EX-10

66-2554-4082
FEDERAL BUREAU OF INVESTIGATION
SEP 27 1945
U. S. DEPARTMENT OF JUSTICE

57 OCT 3 1945

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ORIGINAL COPY FILED IN 94-1-666-916

Jm
Wrd:val

September 24, 1945

Special Agent in Charge
Baltimore, Maryland

RE: OFFICE HOURS

Dear Sir:

With reference to your teletype communication of September 7, 1945, concerning the office hours of the Baltimore Office, the Bureau is in agreement that your office remain on a 24-hour basis temporarily.

You should further advise the Bureau on November 1, 1945, as to whether conditions are such at that time that the office can be closed at midnight.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

COMMUNICATIONS SECTION

SEP 25 1945

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP5/BJB

REC-100

66-2554-4083
FEDERAL BUREAU OF INVESTIGATION
SEP 28 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL - 1

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/11/83 BY SP-1/BS

THE DIRECTOR

9/28/45

THE EXECUTIVE CONFERENCE

SATURDAY COVERAGE

A Sub-Committee composed of Messrs. Nichols, Glavin and Hendon considered the present coverage at the Dept. of Government on Saturday in the various service units and makes the following recommendations:

MESSENGER ROOM

There is presently no service on Saturday or Sunday while service on the other days of the week extends to 5:30 p.m.

Recommendation - To afford hourly pickup service at all messenger stations where offices are open on Saturday, it is recommended that two messengers be placed on duty from 9:00 a.m. to 5:30 p.m. with Monday being their regular day off. This will not afford any special messenger service which it is felt will not be required in view of the frequency of the regular pickups. It is not believed that messenger service will be required on Sunday.

RECORDS SECTION

There is presently skeleton coverage where needed on Saturday and Sunday except in the Routing Unit where mail is received and opened.

Recommendation - It is recommended that two mail routers be assigned from 9:00 a.m. to 5:30 p.m. on Saturday to open air mail and special delivery letters in order to keep special correspondence moving. Their extra time can be utilized on regular mail and air mail and special delivery letters will be immediately routed out of the Records Section and delivered by the messengers to the appropriate offices. These employees will be off on Monday.

SWITCHBOARD UNIT

The following are presently the Saturday and Sunday staff:

9:00 a.m. to 5:30 p.m.	1 employee
7:00 a.m. to 3:30 p.m.	2 employees
3:30 p.m. to 11:00 p.m.	2 employees
11:00 p.m. to 7:30 a.m.	1 employee

It has been determined that the above affords insufficient coverage during the noon lunch period inasmuch as this is the peak traffic period on both days. In addition a great portion of one employee's

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-72
141 66-2554-4084

time is required in opening offices for Supervisors with the master key. Also at the present time the skeleton shifts are on Friday and Saturday nights with the regular weekly shift coming on duty Sunday night. Inasmuch as traffic is heavier on Friday night than on Sunday night, a readjustment is necessary.

K.P. Recommendation - It is recommended that one employee be added to the 9:00 a.m. to 5:30 p.m. shift to afford necessary lunch relief and key service. This employee can also help out in the Teletype Section during rush periods. Her regular day off will be on Monday.

K.P. It is further recommended that the skeleton shifts be run on Saturday and Sunday nights with the regular shift working on Friday night since this is heavier than on Sunday night. This will make no payroll or other difficulties.

MAIL ROOM

At the present time there is no Saturday or Sunday coverage, while coverage on the other days of the week runs until 9:30 p.m. With the other services operating on Saturday, it will be necessary to have an employee in the Mail Room in order to get correspondence into the mail. At the present time there is a quota of 17 employees assigned to the Mail Room which is taxed to capacity. One additional employee will be required to give the Saturday coverage, raising the quota to 18. This will also relieve the present congestion.

K.P. Recommendation - It is recommended that one employee be on duty in the Mail Room from 9:00 a.m. to 5:30 p.m. on Saturday with Monday off. It is further recommended that the quota of 17 be raised to 18 in the Mail Room to afford this coverage and relieve the present congestion.

READING ROOM

At the present there is no service on Saturday or Sunday in the Reading Room or after 5:30 p.m. on other days. This means that mail reaching the Reading Room after 5:30 p.m. on regular days is held over until the next morning and that reaching the Reading Room after 5:30 p.m. on Friday is held until Monday morning.

K.P. Recommendation - It is recommended that one employee be on duty in the Reading Room from 9:00 a.m. to 5:30 p.m. on Saturday with a regular day off on Monday.

K.P. It is further recommended that one employee be placed on a regular shift in the Reading Room from 11:00 a.m. to 7:30 p.m. Monday through Friday, any rotation to coincide with pay periods on a monthly basis. It is pointed out that this will require differential pay after 8:00 p.m. but this does not impose any considerable difficulty.

This practice will be carefully observed and if it is possible after a period of two or three weeks to change the shift to a half day, an additional recommendation will be made. It is further believed that with this more adequate coverage on Saturday, we can continue without the special services on Sunday.

The Conference composed of Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Coffey, Mumford, Rosen and Nichols unanimously approved the above recommendations.

*Make another
check on Oct 15
H.*

Respectfully,
For the Conference

T
Clyde Tolson

EAT
E. A. Tamm

CC - Mr. Clegg

HMC:HL

THE DIRECTOR

EXECUTIVES' CONFERENCE

8/30/45
retyped 9/26/45

FURNISHING COPY OF BUREAU REPORTS TO RECORDS DIVISION OF
THE DEPARTMENT;
DEPARTMENTAL SURVEY

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Morgan, E. A. Tamm, McGuire, Ladd, Hendon and Clegg being present, gave consideration to the matter involved whereby the FBI automatically sends to the Records Section of the Department of Justice a copy of each report received in the Bureau when it is indicated that another copy of the same report has been furnished to the U. S. Attorney.

In the Criminal Division they now have a proximately 102 attorneys, at the SOG. Approximately 75% of all incoming mail in the Criminal Division consists of Bureau reports. In the entire Department of Justice, Records Section, the daily receipt of mail is about 5800 pieces. Of this number, 1500 approximately, are Bureau reports.

In the Criminal Division, all Bureau reports sent to them by the Records Section are reviewed or processed either thoroughly or superficially, depending upon the attitude and inclination of the attorney supervising that type of case. They have argued that this enables them to keep track of the practices of U. S. Attorneys throughout the country in handling specific types of violations and thus they can render better advice to U. S. Attorneys who seek their opinions. In only a very small number of instances do letters of instruction or advice originate or become initiated within the Criminal Division.

The Executives' Conference unanimously recommended that the Bureau submit for approval to the Attorney General that the practice of automatically sending copies of reports to the Department of Justice, when copies were sent to U. S. Attorneys in the field, be discontinued. Bureau reports would be sent to the Department under the following circumstances: (a) when the Department specifically requested the investigation such as Departmental applicant cases, (b) in Antitrust and similar cases when the decision as to prosecution and action rests with the Department instead of the U. S. Attorney, (c) when the Bureau desires to call a case particularly to the attention of the Department for any reason, (d) when the Department specifically requests reports in any case—in such instances as when a U. S. Attorney seeks an opinion from the Department. In such instances the Bureau Supervisor will have the copies withdrawn from the Bureau's file, if already filed, and will in no instance will the Bureau's file containing names of confidential informants be made available & indexed.

It is pointed out that the procedure of sending reports to the Department was initiated by the Bureau, which has led to the so-called review by attorney

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OCT 2 1945

neys in the criminal and other divisions of the reports submitted to them. The advantages of this suggestion are (1) it would reduce the number of copies of reports required of field offices; (2) it would appreciably reduce the amount of work in the Records Division of the Department and (3) would furnish satisfactory basis for a substantial reduction in the attorney force in the Criminal Division particularly. Of course the Attorney General, having recently been in charge of the Criminal Division, will have to be sold on this idea personally and, if the Director approves the recommendation of the Executives' Conference, such a recommendation could be included in the report on the Departmental Survey.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC. - Mr. Hendon
Mr. Clegg

SP-1

THE DIRECTOR

EXECUTIVE CONFERENCE

9/23/45

FBI NATIONAL ACADEMY
31ST SESSION

The Executive Conference on September 23 with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, C. Tamm, Hendon, Nichols, Mumford, Egan and Morgan in attendance, unanimously recommended the following departments to designate representatives for attendance at the 31st Session of the FBI National Academy to convene in January of 1946:

Grand Rapids, Minnesota, Police Department
Plymouth, Massachusetts, Police Department
Vancouver, Washington, Police Department
Lafayette, Indiana, Police Department
South Bend, Indiana, Police Department
Greenwich, Connecticut, Police Department
Twin Falls, Idaho, Sheriff's Office
Idaho Falls, Idaho, Police Department

#323013
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DATE 3/11/93 BY SP5CIB/BA

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

66-2554-4086
32 OCT 1 1945

EX-11

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
ss. Gandy

WRG:val

SEPTEMBER 24, 1945

15
Special Agent in Charge
New York, New York

RE: OFFICE HOURS

Dear Sir:

With reference to your teletype communication of September 6, 1945, concerning the office hours of the New York Office, the Bureau is in agreement with you that the office hours for your office should remain as they are at the present time - that is, 24 hours daily.

Very truly yours,

John Edgar Hoover
Director

○
The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

COMMUNICATIONS SECTION
SEPT. 25 1945

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RECORDED

EX-27

66-2554-4087
FEDERAL BUREAU OF INVESTIGATION
OCT 1 1945
U. S. DEPARTMENT OF JUSTICE

140
56 OCT 9 - 1945

MEMO

THE DIRECTOR

EXECUTIVES' CONFERENCE

QUANTICO MESS

323013
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DATE 3/11/93 BY SP-6/b

October 5, 1945

The Executives' Conference on August 31, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Hendon, McGuire, Ladd and Morgan being in attendance, considered the matter of serving meals at the FBI Academy, Quantico, on Saturdays and Sundays in view of the five-day work week. The Conference unanimously recommended that meals be served over the week-end for several reasons, as follows:

1. A canvass of In-Service Classes has indicated that the large majority of the men would prefer to stay over the week-end at Quantico and not return to Washington in view of: lack of transportation facilities, the difficulty in securing hotel accommodations, the fact that per diem is only \$3.25, and the further fact that after all the men are away from home and only a few could have any particular reason for coming to Washington.
2. There will be an agent assigned to duty over the week-end as well as caretakers and clerks who reside there, who should have facilities available for eating.
3. Should the mess be closed over the week-end, In-Service men will be much more inclined and virtually encouraged to come to Washington, with attendant possibilities for situations arising embarrassing to the Bureau.
4. In extremely cold, rainy or otherwise inclement weather, an unnecessary hardship would be worked on those agents staying at the Academy in getting to Quantico to eat, considering that no transportation facilities are available.
5. The Conference noted it would be a very simple matter to determine the identity of those agents who planned to remain at Quantico over the week-end on Monday evening when they arrive there, thus giving the manager in charge of the mess virtually a week's notice as to the number to be fed. This would be entirely agreeable to and preferred by Lieutenant Colonel Ward Olcaves who is handling the mess, inasmuch as it will be necessary for him to feed approximately 14 of the colored help over the week-end and he would be very favorably disposed to feeding our men at such time, regardless of the number present.

The Conference unanimously felt that it would be most desirable to have meals served over the week-end, at least until we see how the new arrangement works out in practice.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. L. London

RECORDED
Respectfully,
FOR THE CONFERENCE

EX-21

Clyde Tolson

66-2554-4088

FEDERAL BUREAU OF INVESTIGATION
OCT 1 - 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON CONFERENCE

ORIGINAL COPY FILED IN 66-2554-779 Destroyed

EPH:EL

THE DIRECTOR

9/23/45

EXECUTIVES' CONFERENCE

DEPARTMENTAL MANUAL

CENSORSHIP MATTERS

The Executives' Conference on September 28, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Q. Tamm, Hendon, Nichols, Mumford, Rosen and Morgan being in attendance, considered the fact that the provisions of the censorship statutes have now become inoperative in view of the termination of the war and the closing of the Office of Censorship and the further fact that the Trading with the Enemy Act which was also the basis of investigation under the character "Censorship Matters" no longer is applicable since the enemy has been defeated.

The Department has been advised that new cases in this category are not anticipated and that all pending cases are being closed unless advice to the contrary is received. The Conference accordingly recommended that Section 19 of the National Defense Manual and Part IV, Section III, of the FBI Handbook, both of which contain the statutory references and instructions concerning the investigation of censorship cases, be deleted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

#323013
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RECORDED
&
INDEXED

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EX-72

66-2554-4089

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AM INF

THE DIRECTOR

9-25-45

The Executive Conference

PRESERVATION OF SELECTIVE SERVICE FILES

The Executive Conference on September 20, 1945, attended by Messrs. Tolson, E. A. Tamm, Glavin, Mumford for Ladd, Coffey, Tracy and Rosen, considered a memorandum from S. A. Andretta, Administrative Assistant to the Attorney General, to which was attached a letter to the Attorney General from Solon J. Buck, Archivist of the United States. Mr. Andretta points out that the Archivist of the United States requests the Department of Justice's advice as to the disposition of the records and files of the Selective Service System.

Andretta wants an expression from the Bureau as to the possible value and future use of these files in connection with the activities of the Bureau.

RECOMMENDATION: The Conference recommends that a memorandum be transmitted to Mr. Andretta pointing out that it would appear to be desirable to retain the records and files of the Selective Service System in view of the information contained in these files and also pointing out that it would appear to be a potential source of information in connection with the Bureau's activities in seeking the location of fugitives and obtaining information concerning those members of the armed forces who have been discharged and who, because of War Risk Insurance policies may be seeking funds from the United States through litigation on the basis of claims of disability, which was service connected, when as a matter of fact many of these claims may be unfounded and could probably be shown as having existed at the time the Selective Service questionnaires were filled out prior to induction. It will also be pointed out that the files should be maintained in a manner which would make them accessible in the event their examination is necessary.

The Conference unanimously **RECORD** such a memorandum and it is attached.

INDEXED

OCT 1 1945

Respectfully,

FOR THE CONFERENCE

EX-72

Clyde Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon

Mr. Clegg

#323613
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DATE 3/11/93 BY SP-1/1/93

GWH:mgr

Typed June 30, 1945

#323013
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DATE 3/11/93 BY SPRE/bce

RE: Shipment

Dear Sir:

This will advise you of the following shipment to your office:

DATE SHIPPED:

NUMBER OF PACKAGES:

HOW SHIPPED:

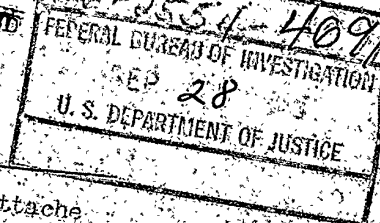
BILL OF LADING NO.:

CONTENTS:

Very truly yours,

July 2, 1945 - Approved by
Executives Conference with Messrs. John Edgar Hoover,
Tolson, Rosen, Coffey, Nichols, Director
McGuire, Morgan, Q. Tamm, Hendon
and Ladd in attendance.
SHIPMENT RECEIVED:

EX-59



Legal Attache

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316
OCT 25 1945

WRG:RJ

THE DIRECTOR

September 23, 1945

THE EXECUTIVE CONFERENCE

48
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Morgan, Coffey, Tracy, and Glavin considered a suggestion submitted by Mr. Glavin to the effect that the field be requested to prepare monthly for submission with the monthly field report the detailed break-up of pending investigative matters divided into national defense and general investigative work.

It was pointed out to the Conference that it would be particularly desirable to have such information at the present time since through having such we know in the Bureau exactly what type of work is increasing in the field and also know the work load on the various supervisors' desks at the Seat of Government.

The Conference felt it would be desirable to have such information furnished monthly in the future. Should the Director agree, the attached letter will go forward to the field.

Respectfully Submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

#323013
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HEREIN IS UNCLASSIFIED

DATE 3/16/93 BY SP-1/bee

cc Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

EX-72

29 OCT 2 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease

7
OCT 2 1945

OFFICE OF THE ATTORNEY GENERAL

DATE: August 9, 1945

TO :

Mr. Nichols

FROM :

C. A. Heinrichs

SUBJECT: ~~Message Priority System~~#323019
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP-1/1/93

At the present time a complete message handling procedure system is being prepared for transmittal to all SIG offices in Central and South America. Included in this procedure is a detailed explanation regarding the priority system for radio and cable messages. You will recall that a number of instances have arisen recently as a result of conflicting priority ratings on cable and radio messages compared to teletype and telegram messages. Numerous calls are received almost daily from stenographers and supervisors throughout the Bureau regarding the two different priority systems presently in use and it is believed that a good deal of confusion can be eliminated by making the order of priority ratings the same for all types of messages, including cablegrams, radiograms, teletype messages and Western Union messages. Furthermore, it is believed that by providing a uniform system of priority ratings for all types of messages, greater efficiency will result and, in addition, the possibility of a delay in handling all three types of messages will be minimized.

Should the following recommendation be approved, appropriate instructions will be included in the procedure referred to above and appropriate manual corrections will be made.

RECOMMENDATION: It is recommended that consideration be given to immediately instituting a uniform priority rating system for all types of messages as follows:

- (1) URGENT (Messages which will be handled immediately and which take precedence over all other types of traffic.)
- (2) ROUTINE (Messages which are to be handled after all pending urgent traffic has been handled and which will be considered delinquent if not handled within two hours after receipt in the Communications Section.)
- (3) DEFERRED (Messages which may be handled after all pending routine and urgent messages have been cleared and which will be considered delinquent if not handled within twelve hours after receipt in the Communications section.)

ADDENDUM: JLT:aml-3/9/45 - Approved by Executives Conference on August 9, 1945, consisting of Messrs. Rosen, E. A. Tamm, Glavin, Ladd, Hendon, McGuire, and Coffey.

INDEXED

FEDERAL BUREAU OF INVESTIGATION

SEP 28 1945

U. S. DEPARTMENT OF JUSTICE

EX-112

OCT 2 1945

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WRG:val

THE DIRECTOR
THE EXECUTIVE CONFERENCE

9/25/45

#323013

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DATE 3/11/93 BY SP5CJ/bce

The Executive Conference of September 25, 1945, consisting of Messrs. Tolson, E. A. Tamm, Mumford, Tracy, Coffey, Hendon and Glavin considered the Bureau work week.

It was pointed out to the Conference that SAC Brantley of the Kansas City Division stated that he felt that the 40-hour work week would not work out satisfactorily in the Field. It was further pointed out that certain of the clerical employees at the Seat of Government, having no scheduled activities for Saturdays, were finding Washington a pretty lonesome place over the long week-end. It was further pointed out that also a number of employees at the Seat of Government are particularly happy having the long week-ends since they can participate in activities in sports which they otherwise could not do.

It was further pointed out that if we were to return to a five-and-a-half-day week, cutting the hours at the Seat of Government from Monday through Friday from 9:00 A.M. to 4:30 P.M. and from 9:00 A.M. to 2:00 P.M. on Saturday and changing the Field hours from 9:00 A.M. to 5:00 P.M. Monday through Friday and 9:00 A.M. to 2:00 P.M. on Saturday, undoubtedly the Bureau would be advised that in some offices no real work could be done on Saturday such as the Washington Field Office where the majority of the Government Departments are closed on Saturday; that we would have a difficult time having the necessary maintenance force in the building here at the Seat of Government both at the Justice Building and the Armory for service; and that Glavin had been advised by representatives of the Public Buildings Administration that they are having a particularly difficult time in securing help, that they have been instructed to go on a 40-hour week and they have changed their shifts to meet this new work week. Further, that the cafeterias are on a 40-hour week, and there would have to be a change in shifts to permit service in the cafeterias on Saturday when employees for cafeteria duty are particularly difficult to get.

The Conference was further advised that under Public Law 106, there is no objection to having the five-and-a-half-day work week since Section 604 (a) of the Law reads in part:

" * * * * a basic administrative workweek of forty hours, and to require that the hours of work in such workweek be performed within a period of not more than six of any seven consecutive days."

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

106 OCT 27 1945

66-2554-4094
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
OCT 3 1945

ORIGINAL COPY FILED IN 66-7869-100

MEMORANDUM FOR THE DIRECTOR

- 2 -

The Conference was of the opinion that no change should be made in the work week at the present time; and that if events in the near future show that it is necessary to make a change, that a change be considered then.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

October 1, 1945

SAC LETTER NO. 90
Series 1945

SAC	ALBANY	DES MOINES	MEMPHIS	PROVIDENCE
	ANCHORAGE	DETROIT	MIAMI	RICHMOND
	ATLANTA	EL PASO	MILWAUKEE	ST. LOUIS
	BALTIMORE	GRAND RAPIDS	NEWARK	ST. PAUL
	BIRMINGHAM	HONOLULU	NEW HAVEN	SALT LAKE CITY
	BOSTON	HOUSTON	NEW ORLEANS	SAN ANTONIO
	BUFFALO	HUNTINGTON	NEW YORK	SAN DIEGO
	BUTTE	INDIANAPOLIS	NORFOLK	SAN FRANCISCO
	CHARLOTTE	JACKSON	OKLAHOMA CITY	SAN JUAN
	CHICAGO	KANSAS CITY	OMAHA	SAVANNAH
	CINCINNATI	KNOXVILLE	PHILADELPHIA	SEATTLE
	CLEVELAND	LITTLE ROCK	PHOENIX	SPRINGFIELD
	DALLAS	LOS ANGELES	PITTSBURGH	SYRACUSE
	DENVER	LOUISVILLE	PORTLAND	WASHINGTON, D. C.

QUANTICO

RE: SPECIAL SERVICE AWARDS

In the near future the Bureau intends to grant Special Service Awards to those contacts of your office who come within the purview of the Special Service Contact program which was initiated by the Bureau. No publicity will be forthcoming from the Bureau concerning these awards inasmuch as such publicity may prove to be embarrassing to those individuals who have cooperated on a confidential basis.

When the awards are forwarded to the recipients, copies of such letters will be transmitted to your Division in order that you may be cognizant of the awards granted. This procedure is being followed to avoid possible embarrassment and to insure to those who wish it the confidential nature of the information furnished.

Very truly yours,

RECORDED

John Edgar Hoover
DirectorFEDERAL BUREAU OF INVESTIGATION
OCT 3 1945
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50

Approved by Executive Conference
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ORIGINAL COPY FILED IN 66-04-1421

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

WRG:val

TO : THE DIRECTOR

DATE: 9-4-45

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

On August 31, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, McGuire, Coffey, Tracy, Morgan, Hendon and Glavin considered a suggestion submitted by SAC Hottel of the Washington Field Office that the Washington Field Office close at 12:00 midnight.

SAC Hottel stated that a tabulation of the calls in the Washington Field Office after 12:00 midnight has been made and indicated very little activity; and that the principal activity is calls from police precincts reporting arrests of individuals without Selective Service cards, which violations are not handled until the following day. Hottel felt that the calls could be received after the opening of the following business day.

The Conference, in view of SAC Hottel's recommendation, recommends that the Washington Field Office be closed from 12:00 midnight until 9:00 A.M. daily.

cc - Mr. Clegg
Mr. Hendon

Respectfully submitted,
FOR THE CONFERENCE

66-2554-
NOT RECORDED

100 9-20 1945

Clyde Tolson E. A. Tamm

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/11/93 BY SP5CJ/bce

66-44-3857
ORIGINAL FILED IN

EPM:BG

September 10, 1945

PERSONAL ATTENTION

Mr. R. K. Johnson
Federal Bureau of Investigation
735 U.S.P.O., Customs and Court
House Building
Milwaukee 2, Wisconsin

Re: POLICE TRAINING
MILWAUKEE FIELD DIVISION

Dear Mr. Johnson:

Reference is made to your letters of August 29 and September 4, 1945, relating to plans and proposals for police training schools to be conducted by the Extension Division of the University of Wisconsin, particularly in Madison and Racine. In considering the observations made by you the conclusion is inescapable that you have not been sufficiently vigorous in maintaining our leadership in the police training field or situations of this type would not arise. Through close liaison with all departments to ascertain and satisfy their every need for police training, the possibility of intrusion of the field by the University of Wisconsin or others would have been avoided for, in the last analysis, protection of our police training prerogatives is most fully realized by a complete demonstration of the Bureau's capacity to meet such needs for training as may exist. I am not at all convinced that the present situation with which we are now faced in Wisconsin could not have been averted by a more energetic, personal effort on your part as well as on the part of other agents of the Milwaukee office.

Two principles are paramount; that is, the Bureau does not intend to relinquish its police training prerogatives or be compromised by tying itself to any particular group seeking at this late date to enter the field and, at the same time, it does not desire to be cast in the unfavorable position of discouraging training for police by any group where the nature and purposes of such group are legitimate. Bearing these considerations in mind, the present Wisconsin situation requires certain immediate actions:

1. You have advised of plans by the Training Committee of the Wisconsin FBI National Academy Associates and the Training Committee of the Wisconsin Chiefs of Police Association to submit to the October convention of the Chiefs' Association, for approval, a proposal for a series of zone schools in the State. Instead of waiting until the convention, it is desired that you immediately, through friendly line up the zone schools, indicating the places for holding the schools, the departments to attend, curriculum and instructors. In other words, the zone schools should become an accomplished fact prior to the convention in so far as the complete groundwork is concerned. In this way, the convention will be in the position of endorsing a program already materialized rather than indicating approval of a plan contemplating action in the future. The Bureau should be currently advised concerning the progress being made in this regard and

Approved by Exec. Conf. 9/10/45, Messrs.
Tolson, E.A.Tamm, Glavin, Coffey, Nichols,
Ladd, Rosen & Morgan being present.

Tolson _____
E. A. Tamm _____
Glavin _____
Coffey _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Furnington _____
Quinn Tamm _____
Nease _____
Gandy _____

should you need additional assistance in lining up these schools, I will be glad to make a Bureau official available.

2. Should officials of the University of Wisconsin request Bureau instructors for specific police subjects in a particular school which they may be conducting, it will be satisfactory to accede to their request, the Bureau to be immediately advised that the request has been made. In those instances however where the officers to attend may be required to pay a tuition fee beyond a nominal amount for registration or similar purposes, the Bureau does not desire to participate. In discussions with University officials, it should be pointed out that the Bureau feels it is in a position to meet the needs for training of my department but that it certainly does not desire to discourage any legitimate training program for police by others. It should, of course, be made clear that the Bureau contemplates continuing to respond to requests for training by any particular department or groups of departments, as we have in the past.

You should carefully determine that our over-all training program is not being linked too closely with schools such as that conducted by Thomas Lee of the Madison Police Department, where obviously unfavorable results have been realized. Our police training program is much too important for this and in every instance where graduates of the FBI National Academy are conducting schools, a personal effort should be made by us to assist in making the curriculum and program of the schools interesting, but at the same time we do not desire having any particular school identified as comprehending the scope of the Bureau's activity in police training. In this regard such unfavorable comments as appeared in the CAPITAL TIMES newspaper at Madison with respect to the monetary attending the Madison school can be avoided by the development of interesting advanced in-service courses and a progressively advanced training program in a department where such program is being conducted on a sustained basis over a considerable period of time.

I am instructing Assistant Director H. H. Clegg to plan to be in attendance at the annual convention of the Wisconsin Chiefs of Police Association to assist in outlining more fully the Bureau's police training program. Assistant Director E. P. Coffey has already been designated to address the convention and you should be alert for an opportunity for Mr. Clegg similarly to appear on the program. I desire to be advised just as soon as possible concerning any arrangements effected by you in this regard.

I cannot impress upon you too strongly the absolute necessity for alertness and vigorous action on your part in controlling the police training situation in the State of Wisconsin. This is your responsibility and the Bureau will be glad to assist you in every reasonable manner toward clearing up what now appears to be a very unsatisfactory situation.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

COPY:FC

WRG:val

September 24, 1945

Special Agent in Charge
Philadelphia, Pennsylvania

Dear Sir:

8' Reference is made to your recent request made of Mr. Glavin of the Bureau to permit the assignment of two clerical employees to midnight duty.

This is to advise you that the Bureau approves the recommendation made by you.

Very truly yours,

John Edgar Hoover
Director

cc - Mr. Lee
Mr. Jackson

The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Tracy, Rosen, Ladd and Glavin approved the above action.

COMMUNICATIONS SECTION
SEP 24 1945

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY *gsc/ba*

66-2554-
FEDERAL BUREAU OF INVESTIGATION
SEP 28 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2554

71

KFD

SFC:AF

THE DIRECTOR

August 13, 1945

THE EXECUTIVE CONFERENCE

"FBI SONG" Recording

Jm
The Recreation Association purchased out of its funds, in the amount of \$43.34, 51 copies of the photograph record of the "FBI March" as played by the Marine Band. These were made to order from the original cutting.

Executive Conference

It was the unanimous recommendation of the Conference, consisting of Messrs. E. A. Tamm, McGuire, Hendon, Tracy, Ladd, Morgan, Rosen, and Coffey, that the Director consider making copies of these records out as follows:

- One to Nathan Van Cleave, composer of the March;
- One to Captain William F. Scholzmann, conductor of the Marine Band;
- One to Jack H. Cornick, program arranger of "This Is Your ZIP", the weekly radio broadcast;
- One to Jerry Levine, producer of above program;
- Six to the Recreation Association to be distributed by them around the Bureau to several groups who maintain photograph record collections for recreational purposes, such as the Identification Division where photograph records are played during lunch hour, and the Records Section where photograph records are played at parties and the like.

The balance of about 45 records to be retained for such distribution as the Director may desire to make from time to time.

Respectfully,
For the Conference

Clyde Tolson

#323013
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DATE 3/11/93 BY SP5C/bce

E. A. Tamm

RECORDED

66-2554-4096
FEDERAL BUREAU OF INVESTIGATION
OCT 3 1945
U. S. DEPARTMENT OF JUSTICE
RECEIVED

cc-Mr. Hendon
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

140
OCT 10 1945

ORIGINAL COPY FILED IN 62-77198-16

gm
JES:vsl

September 24, 1945

Special Agent in Charge
Los Angeles, California

RE: CONTINUANCE OF OFFICE HOURS
TWENTY-FOUR HOURS DAILY

Dear Sir:

The Bureau concurs in the recommendation made by you in your communication of September 17, 1945, that the Los Angeles Office continue to remain open 24 hours daily.

The Bureau does desire that you continue to give this particular matter careful study; and in the event you feel that the office hours can at any time in the future be reduced, you should immediately notify the Bureau.

Very truly yours,

John Edgar Hoover
Director

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The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

#323013
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DATE 3/11/93 BY SP5CJ/bce

COMMUNICATIONS SECTION

SEP 25, 1945

RECORDED
&
INDEXED
117

EX-10

66-2594-4097
OCT 2 1945
U. S. DEPARTMENT OF JUSTICE

316

OCT 17 1945
32

ORIGINAL COPY FILED IN 66-2594-4097

Jm
WFO:val

September 20, 1945

Special Agent in Charge
Birmingham, Alabama

RE: OFFICE HOURS

Dear Sir:

With reference to your communication of September 6, 1945, the Bureau concurs in your recommendation that the Birmingham Office remain open 24 hours daily.

The Bureau is desirous of your giving this matter your continued attention so that in the event it is possible to close the office at midnight at a later date, there will be no delay in the Bureau being so advised.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

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DATE 3/11/93 BY sp5ci/bce

RECORDED

EX-10

66-2554-4098
FEDERAL BUREAU OF INVESTIGATION
OCT 3 1945
U. S. DEPARTMENT OF JUSTICE

COMMUNICATIONS SECTION

SEP 25, 1945

OCT 16 1945

Postaged per
66-3286-608

ORIGINAL COPY FILED IN 66-3286-608

URG:val

September 24, 1945

gm
Special Agent in Charge
Chicago, Illinois

RE: OFFICE HOURS

Dear Sir:

With reference to your communication dated September 6, 1945, concerning the office hours of the Chicago Office, the Bureau is in agreement with you that the office hours for your office should remain as they are at the present time - that is, 24 hours daily.

Very truly yours,

John Edgar Hoover
Director

0
The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

**323013*
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DATE *3/2/93* BY *SP5 C/B*

COMMUNICATIONS SECTION

SEP 25, 1945

71
710
53 OCT 16 1945

RECORDED
EX-10

ds

66-2554-4099
FEDERAL BUREAU OF INVESTIGATION
OCT 3 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-34-6012
Portaged per 66-3286-806

CARBON COPY

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DATE 3/11/93 BY 8551/bue

FBI PM

9-21-45

3-04 PM

END

DIRECTOR

ROUTINE

Executive Conference

LINE. REQUEST RECEIVED BY THIS OFFICE FROM DIRECTOR RE UNEMPLOYMENT
COMPENSATION BOARD TO HAVE REPRESENTATIVE DISCUSS WITH MEMBERS
VARIOUS SUGGESTIONS PROPERLY IDENTIFYING PERSONS. IDENTIFICATION
BECOMES OF GREAT IMPORTANCE IN VIEW POSSIBILITY OF PAYING UNEMPLOYMENT
BENEFITS IN CASH. NO FINGERPRINTS USED IN CONNECTION WITH CLAIMS
AND ANY DISCUSSION WOULD HAVE TO BE RESTRICTED TO GENERAL IDENTIFYING
CHARACTERISTICS. DISCUSSION DECIDED FOR APPROXIMATELY THIRTY MINUTES
TO ONE HOUR ON THE EVENING OF OCTOBER FIRST. UNLESS ADVISED TO
CONTRARY, REPRESENTATIVE OF THIS OFFICE WILL PARTICIPATE WITH REQUEST.

LAUNCHLIN

RECORDED

END

3-05 PM OK FBI WASH DC LFT

66-2554-4100
SEP 28 1945
DEPT. OF JUSTICE

ADDENDUM: 9/25/45 (obp). Considered by the Executive Conference September 25, 1945,
the unanimous opinion being, it will be satisfactory for the SAC to discuss the
subject matter referred to.

ST

51 OCT 12 1945

ORIGINAL COPY FILED IN - 62-49798-25

TO: THE DIRECTOR

September 14, 1945
RWM:RH

FROM: A. ROSEN

SUBJECT: DESERTERS
FBI HANDBOOK AND MANUAL
OF INSTRUCTIONS

Experience with deserter cases and suggestions from the field have indicated that existing instructions should be amended to permit the administrative closing of cases in an auxiliary office when information is received from representatives of the armed services that the deserter has returned to his branch of the service. It is felt that an investigative report in such cases does not serve any practical purpose since the information concerning subject's return is supplied as soon as obtained by teletype to the Bureau and the office of origin.

ACTION RECOMMENDED

That the attached changes permitting administrative closing of such cases be made in the FBI Handbook and the Manual of Instruction and forwarded to the field.

Attachment

Addendum - September 21, 1945, Attached changes for FBI Handbook and Manual of Instruction approved by Executive Conference with Messrs. Tolson, E. A. Tamm, Tracy, Glavin, Coffey, Morgan for Clegg, Ladd and Rosen attending.

Director's Notation: "OK" H.

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DATE 3/11/93 BY SP-6/bca

2-ENCL.

EX - 58

RECORDED

EX - 58

66-2554-4101
FEDERAL BUREAU OF INVESTIGATION
OCT 4 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL - 14

316
50 OCT 5 1945

ORIGINAL COPY FILED IN 66-6000-42-413

September 21, 1945

AMENDMENT - F.B.I. HANDBOOK

DESKETERS

1. BUREAU POLICY

E. Deserter cases may be closed administratively in the following instances:

1. When your office is origin and the Bureau advises you by teletype to discontinue investigation. (Page 25, Paragraph D, Part I, FBI Handbook)
2. When your office is origin and you are advised by an auxiliary office of the fugitive's apprehension or location.
3. Where your office definitely determines that the deserter is in the territory of another Field Division.
4. When you ascertain from military or naval authorities that the fugitive has been returned to his branch of service, the case may be referred upon completion to the office of origin or closed by teletype.

Except as provided in (1) to (4) above investigative reports must be submitted by the office which apprehends or ascertains the location of a deserter fugitive.

The elimination of reports in (1) to (4) above does not alter the requirement that the Bureau and office of origin be notified by teletype immediately upon the apprehension or location of a deserter fugitive.

September 21, 1945, approved by Executive Conference attended by Messrs. Tolson, E.A. Tamm, Tracy, Glavin, Coffey, Morgan for Clegg, Ladd and Rosen.

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DATE 3/11/93 BY SP5C/bu

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

ENCLOSURE

66-2554-4101

rh

SEP 21 1945
FBI

Penn

September 21, 1945

AMENDMENT - MANUAL OF INSTRUCTIONS

DESSERTERS

CLOSING CASES

(1) In those cases in which your office is origin, when the Bureau advises you by teletype of the subject's location, it will not be necessary for you to submit investigative reports and these matters may be closed administratively in accordance with the procedure set out under paragraph D on page 25, Part I of the FBI Handbook.

(2) When your office is origin and you are advised by teletype from an auxiliary office of the fugitive's apprehension or location, after taking the necessary steps to advise other auxiliary offices to discontinue investigation, the case may immediately be closed administratively in your office.

(3) Where you definitely determine the fugitive to be in the territory of another Field Division, it will be satisfactory to report these data by a teletype referring the case upon completion to the office of origin.

(4) When you ascertain from military or naval authorities that the fugitive has been returned to his branch of service, the case may be referred upon completion to the office of origin or closed by teletype.

Except as provided in (1) to (4) above investigative reports must be submitted by the office which apprehends or ascertains the location of a deserter fugitive.

The elimination of reports in (1) to (4) above does not alter the requirement that the Bureau and office of origin be notified by teletype immediately upon the apprehension or location of a deserter fugitive.

September 21, 1945, approved by Executive Conference attended by Messrs. Tolson, E.A. Tamm, Tracy, Glavin, Coffey, Morgan for Clegg, Ladd and Rosen.

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DATE 3/11/93 BY sps/ka

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ENCLOSURE

66-25546-101
rh

R

Ph

gmk
WRG:val

September 24, 1945

Special Agent in Charge
Seattle, Washington

RE: OFFICE HOURS

Dear Sir:

The Bureau has approved your recommendation contained in your communication of September 14, 1945, that the Seattle Divisional Office close at midnight beginning October 1, 1945.

It is, of course, understood that this authority is being granted with the understanding that appropriate arrangements have been perfected by you which will make it possible to have all calls made to the office after midnight referred to you or the Assistant Special Agent in Charge.

Very truly yours,

John Edgar Hoover
Director

0
The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Tracy, Rosen, Ladd and Glavin approved the above action.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP5Cai/bw

COMMUNICATIONS SECTION

SEP 24, 1945

56 OCT 12 1945

31 OCT 12 1945

RECORDED
EX - 55

66-2554-4103
FEDERAL BUREAU OF INVESTIGATION
OCT 5 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN
66-2554-1479

gm
WRG:val

September 24, 1945

Special Agent in Charge
Dallas, Texas

Re; OFFICE HOURS

Dear Sir:

Reference is made to your communication dated September 11, 1945, wherein you request authority to have certain clerical employees of the Dallas Division report for work at 8:30 A.M. and cease duty at 5:30 P.M. so they could facilitate the handling of mail which arrives in the Dallas Office at approximately 8:15 each morning.

The Bureau cannot approve your recommendation. If you find it necessary that one employee be available in the Chief Clerk's Office at 8:30 A.M. to expedite the handling of mail which is received at an earlier hour, the Bureau has no objection to your so designating one such employee. It does not appear necessary that the entire Chief Clerk's Office be so assigned.

Very truly yours,

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/11/93 BY SP5CJ/bce

John Edgar Hoover
Director

0
The Executive Conference of September 19, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Coffey, Tracy and Glavin approved the above letter.

COMMUNICATIONS SECTION
SEP 24, 1945

66 OCT 12 1945

RECORDED
EX - 72

66-2554-4103
FEDERAL BUREAU OF INVESTIGATION
OCT 5 1945
U. S. DEPT. OF JUSTICE

Destroyed per 66-3286-608,

66-10-
ORIGINAL COPY FILED IN

LBN:aml

THE DIRECTOR

9-28-45

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Morgan, Hendon, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols recommended unanimously that the booklet, "The Story of the Federal Bureau of Investigation," be made available to all employees. If approved, a notice to this effect will appear in the Investigator and in the FBI This Week.

A memorandum is attached to all Assistant Directors advising of the availability of the booklet upon request.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
CC-Lr. Hendon
Lr. Clegg

OK

N.

#323013
ALL INFORMATION CONTAINED
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DATE 3/11/93 BY spc/bm

RECORDED

EX-72

66-2554-4104
BUREAU OF INVESTIGATION
OCT 9 1945
U.S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 62-78677-184

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

53 OCT 11 1945

144445 ON ORIGINAL

307:ja

October 5, 1945

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY sp5 ci/bce

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Glavin, Nichols, Rosen, Coffey, Hendon, Morgan and Tracy, on October 5, 1945 considered the handling of mail in the Identification Division. Mr. Tracy advised the Conference that an average of approximately 19,000 pieces of mail are left over each evening after 5:30 P. M. to be handled the following day. This means that such mail on weekends is delayed from Friday until Monday.

Three suggestions were made by the Identification Division:

1. Agent Delavigne suggested that the hours of the 17 employees in the Mail Room be changed from 9:00 A. M. - 5:30 P. M. to 11:00 A. M. - 7:30 P. M.
2. Agent Delavigne, as an alternate suggestion, recommended that special arrangements be made to give special handling to all criminal replies so that all criminal inquiries would be in the mail by 5:30 P. M. daily, leaving only non-criminal mail unanswered over night and over weekends. Such a procedure can be installed, however, it would take additional personnel.
3. Mr. Quinn Tamm suggested that the hours of the 17 Mail Room employees be changed from 9:00 A. M. - 5:30 P. M., Monday through Friday to 11:00 A. M. - 7:30 P. M., Tuesday through Saturday. This would require one supervisory employee be assigned the same hours and a skeleton force only work on Mondays.

The Conference considered the above three suggestions and unanimously recommended suggestion No. 1 to approve and place in effect.

Respectfully,
For the Conference

INDEXED

RECORDED
Clyde Tolson

89 - XV

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Morgan
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

53 OCT 11 1945

met.
WRG:val

September 25, 1945

Special Agent in Charge
Detroit, Michigan

RE: NIGHT DUTY

Dear Sir:

With reference to your communication of September 4, 1945, requesting that two Agents be on duty in your office until 12:00 midnight in order to properly handle work that arises and to safeguard the office, the Bureau approves the assignment of an additional Agent to this duty.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of September 20, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin approved the above action.

cc - Mr. Lee
Mr. Jackson

COMMUNICATIONS SECTION
SEPT. 25, 1945

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HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY spsc/bce

RECORDED
EX - 72

66-2554-4106

FEDERAL BUREAU OF INVESTIGATION
OCT 9 1945
U. S. DEPARTMENT OF JUSTICE

71 XLS
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66-2554-4106
FILED IN 66-2554-4106

gmr
EPM:ER

SAC, NEW ORLEANS

OCTOBER 1, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FILES - NEW ORLEANS FIELD DIVISION

Referring to your letter of September 21, 1945, in the entitled matter, this is to advise that the sixty-two files in the "32" classification relating to law enforcement agencies located in the Southern District of Mississippi should be transmitted from your office to the Jackson Field Division.

cc; Jackson

NOTE: Approved 9-28- by Executives' Conference, those present being Messrs. Olson, E. A. Tamm, Glavin, Tracy, Q. Tamm, Hendon, Nichols, Mumford, Rosen & Morgan.

COMMUNICATION SECTION
OCTOBER 1, 1945

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DATE 3/11/93 BY SP1-C/bm

316
53 OCT 17 1945

RECORDED

66-2554-4107
FEDERAL BUREAU OF INVESTIGATION
OCT 8 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-68-9826

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ALL INFORMATION CONTAINED
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DATE 3/11/93 BY SP5 cjl/bce

66-2554-4108
CHANGED TO

1-2312-10

WUTM

316
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WRG:rj

TO:

THE DIRECTOR

September 23, 1945

FROM:

THE EXECUTIVE CONFERENCE

SUBJECT:

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Morgan, Coffey, Tracy, and Glavin considered a suggestion submitted by Mr. Glavin to the effect that the field be requested to prepare monthly for submission with the monthly field report the detailed break-up of pending investigative matters divided into national defense and general investigative work.

It was pointed out to the Conference that it would be particularly desirable to have such information at the present time since through having such we know in the Bureau exactly what type of work is increasing in the field and also know the work load on the various supervisors' desks at the Seat of Government.

The Conference felt it would be desirable to have such information furnished monthly in the future. Should the Director agree, the attached letter will go forward to the field.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

Director's Notation: "OK." H.

E. A. Tamm

cc Mr. Clegg
cc Mr. Hendon

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DATE 3/11/93 BY SPCL/hu

RECORDED

66-2554-4110
OCT 10 1945
U. S. DEPARTMENT OF JUSTICE

316
OCT 2 1945

ORIGINAL COPY FILED IN 66-2554-4110

EPC:AF

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-18-2011

THE DIRECTOR

10/8/45

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

The Conference on October 8, 1945, consisting of Messrs. E. A. Tamm, Coffey, Glavin, Hendon, Ladd, Morgan, Nichols, Rosen, and Tracy, considered two proposed research projects to be conducted in the Electrical Section of the Laboratory, both having to do with the further development of microphones:

I. The first project proposes the development of a microphone with accessories in one unit small enough to be inserted in an electric light fixture. This unit would convert microphone pickup into radio impulses which would then be transmitted over the regular house electrical circuit and could be picked off and amplified at a convenient place having access to the same house electrical current. The principles involved in this project are already well established and they are put to commercial use in the form of ship's telephone systems, certain interoffice communication systems, so-called electric baby nurses, etc. The new angle proposed here is the development of the unit using tiny tubes so that it is so small and compact as to be inconspicuously inserted in a standard electric fixture. Mr. Coffey advised that an initial expenditure of ten man days work in its development would be sufficient to indicate the practicability of this project and that the ten days work could be done as current work permits. He also advised that the project has been considered and approved by the Research Committee consisting of Messrs. Ladd, Glavin, and Coffey. The Conference unanimously recommended the approval of ten days work on this project.

II. The second project proposes the development of a microphone assembly in a telephone instrument in such a manner that a constant radio frequency or carrier could be fed through this microphone from the listening plant. Conversations going on the radio would then radiate this radio frequency so that the modulated form could be picked up and amplified at the plant. Essentially the same thing is presently done successfully by the Bureau by utilizing an electrical circuit through the telephone conductors. This proposed substitution of a radio frequency would eliminate existing disadvantages of line noises. The Research Committee of Messrs. Coffey, Ladd and Glavin have already considered this project and approved the same for an expenditure of ten man days work. The Conference unanimously recommended approval of this project.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Clegg
Mr. Hendon

50 OCT 12 1945

Classified by SP5CJ/ace
Declassify on: OADR

Respectfully
For the Conference

Glyde Tolson
E. A. Tamm

~~CONFIDENTIAL~~

166-2554-4
OCT 9 1945
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WHERE SHOWN OTHERWISE.

JT:obp

October 5, 1945

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DATE 3/11/93 BY SP5CIB/BA

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, F. A. Tamm, Clegg, Nichols, Rosen, Hendon, Ladd, Glavin and Tracy on October 4, 1945, considered the matter presented by Special Agent F. G. Tillman from Manila, P. I.

Agent Tillman advised by letter of the institution of a fingerprinting program by the Manila Police Department. He advised also of the maintenance of a fingerprint file by the Military Police Command. Colonel A. C. Carpenter, head of the War Crimes Branch, Pacific Theater, previously advised Inspector Naughton he planned to fingerprint and photograph all war criminals referred to his Branch for investigation and trial. In addition to these prints, the Military Police Command files civilian criminal, military criminal, collaborator, civilian non-criminal and alien fingerprints. In addition, the Immigration and Naturalization Department of the Commonwealth Government has started a program to fingerprint all aliens within the Philippines. This program will concern primarily an estimated 135,000 Chinese aliens.

Agent Tillman advised if the Bureau desires he will discuss with Colonel Carpenter the matter of the Bureau's being the organization to ultimately receive the "war criminal prints".

The Executive Conference, with the exception of Messrs. Glavin and Tracy, were of the opinion no effort should be made by the Bureau to secure these war criminal fingerprints at the conclusion of the War Crimes Branch's need for same.

Messrs. Glavin and Tracy pointed out the Philippine Islands are presently a possession. Presumably, the Philippines will be freed in 1946 and there conceivably will be less restriction on immigration to and from the Philippines than on other foreign nations therefore, there might be some value, if the fingerprint records are to be destroyed, if they were sent to the Identification Division in Washington for such disposition as may appear proper at that time.

If you approve the majority opinion, there is attached hereto a letter addressed to Special Agent Tillman.

Respectfully,
For the Conference

RECORDED

Clyde A. Tolson

INDEXED

F. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

EPM:ER

THE DIRECTOR

10/3/45

EXECUTIVES' CONFERENCE

~~TOUR THROUGH RECORDS SECTION OF STENOGRAPHIC EMPLOYEES~~

The Executives' Conference on October 3, with Messrs. Tolson, Glavin, Tracy, Ladd, Nichols, Hendon, Long and Morgan in attendance, considered a suggestion made by Mr. G. P. Runaldue of the Records Section that a one and one-half hour to two hour tour of the Records Section be afforded all stenographic employees and others occupying positions of an equivalent nature in so far as the handling of mail is concerned. Mr. Runaldue had pointed out that we are expending time and effort in training clerical personnel in the proper handling of Bureau mail but that many of the employees who are actually preparing the correspondence have been forgotten. It was noted by the Conference that the tours afforded of the Records Section, including particularly the handling of mail there, have been of great assistance to stenographic employees who have received such tours.

The Conference accordingly recommended that arrangements be made whereby all stenographic employees and those occupying a comparable position at the Seat of Government be afforded a tour of approximately two hours of the Records Section, the groups being sufficiently small to facilitate the tours.

Attached hereto for approval is a letter to Mr. Runaldue expressing appreciation for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

EX - 72

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/11/93 BY SP5CJ/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

51 OCT 12 1945

gm SBT:js

October 3, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Nichols, Hendon, Long, Morgan and Tracy, on October 3rd considered a suggestion of Special Agent John F. O'Mara that the criminal fingerprint card be changed to permit more space in the section providing for personal description. He suggested the space be obtained by reducing the space allowed for photographs.

The Conference was advised by Mr. Tracy the space for photographs is just sufficient for a side and front view picture. Further, that the space for personal description is adequate except in very rare instances.

The Conference was unanimously opposed to the suggestion. If you approve there is attached hereto a letter to Special Agent O'Mara thanking him for his interest in submitting the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

166-2557-4113
31 OCT 10 1945

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DATE 3/11/93 BY sps ci/ben

53 OCT 11 1945

October 2, 1945

MEMORANDUM FOR THE DIRECTOR,

On September 28, 1945, the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Mumford, Hendon, Morgan and Tracy considered the weekend and night forces assigned to the Identification Division.

For the Director's information, the weekend force consists of two employees working from 9:00 A.M. to 5:30 P.M. on Saturdays and Sundays. The night force consists of two employees working from 3:30 P.M. to 12:00 Midnight, daily and weekends. In accordance with prior Bureau instructions a tabulation has been kept showing the volume of work received since the beginning of the five-day week, in order that it might be determined whether additional employees were needed to handle important and urgent work over the weekends.

The following urgent requests were received in addition to urgent work left over from the regular day force:

Incoming wires----35.

Incoming telephone requests----32.

Special representatives calling in person----4.

(From R.F.P. Railway Co., Alexandria, Va., Metropolitan Police and Military Police)

Radio messages----2.

In view of the fact it is necessary for one employee to remain at the telephone, this leaves but one employee to take care of all necessary searching in the fingerprint and Card Index files.

The Conference concurs in the recommendation of Mr. Tracy that the number of employees be increased on the weekend and night forces from two to four employees on each shift.

Respectfully,
For the Conference

Glyde A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

51 OCT 16 1945

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DATE 3/11/93 BY SP5CJ/PLA

~~CONFIDENTIAL~~

WRG:ual

THE DIRECTOR

THE EXECUTIVE CONFERENCE

October 3, 1945

#323013

3/11/93

Classified by SP5 CCB/bee

Declassify on: OADR

Hours of Work

The Executive Conference of October 2, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Morgan, Rosen, Coffey, Tracy and Glavin considered a suggestion from the Special Agent in Charge at San Juan that the San Juan Office remain closed on Sundays and that the regular hours of week days be from 8:30 A.M. to 5:30 P.M.

SAC Schlenker of the San Juan Division states that in Puerto Rico 6:00 P.M. is extremely late; that business houses and other offices are normally closed at five or five thirty and during the summer may close as early as four; that normal business activities begin early in a tropical country such as Puerto Rico; and that he believes it would be decidedly advantageous for the San Juan Office to operate on its old time basis of 8:30 A.M. to 5:30 P.M. Schlenker states that as a matter of fact the San Juan Office receives more telephone calls prior to 9:00 A.M. than it does after 5:00 P.M.

The Conference was of the unanimous opinion that the hours from 8:30 A.M. to 5:30 P.M. be approved for the San Juan Division.

The Conference also recommends approval of the suggestion that the San Juan Office be closed on Sundays.

With further consideration of the San Juan Division, with particular reference to the Radio Station there, the Conference was advised that for the month of September there were approximately 1600 groups sent and received, there being a drastic reduction in the amount of radio traffic from and to San Juan as a result of the discontinuance of the Foreign Travel Control Program.

Mr. Nichols pointed out to the Conference that the radio cost at San Juan is approximately \$500 per month, and the traffic presently being handled could be handled by cable through Western Union at approximately \$240 per month. The recommendation was therefore made that the Radio Station at San Juan be closed.

For the Director's further information, there are three operators assigned to the San Juan Division at the present time, two of these being female operators who are engaged in clerical capacities for part of the time. There is one male operator there at the present time.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

12 1945

~~CONFIDENTIAL~~

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WHERE SHOWN OTHERWISE.

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

- 2 -

The Conference unanimously recommended that the Radio Station at San Juan be closed and traffic to and from San Juan be handled by cable in the future.

Should the Director agree with the conference recommendations, the attached communication should go forward to the San Juan Office at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

*This ought to be
very carefully considered
which are the labor
difficulties & strikes
I doubt wisdom of
our sole reliance on
Commercial facilities which
may shut down any time.*

EPM:ER

THE DIRECTOR

10/8/45

EXECUTIVES' CONFERENCE

ARREST TECHNIQUES

The Executives' Conference on October 5 with Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Coffey, Rosen and Morgan in attendance, considered a suggestion made by SAC Boardman that there be included during each regularly scheduled firearms training session in the field an arrest problem of approximately 30 minutes' duration. Mr. Boardman has pointed out that this would give agents attending firearms training greater familiarity with proper arrest techniques. He felt that emphases should be placed on the commoner types of arrest where only two or three agents are present and that agents could beneficially receive more instruction on the making of arrests in private dwellings and public places.

The Conference unanimously favored this suggestion feeling that there is a need for more training in arrest techniques and that the regular outdoor firearms training sessions provide an excellent opportunity for such instruction.

Attached for approval is a letter to all SACs concerning this matter, as well as a letter of appreciation to Mr. Boardman for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

166-2557-4118
OCT 11 1945

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DATE 3/11/93 BY SP5CJ/b

EX-55

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

OCT 12 1945

WEG:JM

THE DIRECTOR
THE EXECUTIVE CONFERENCE

10/10/45

Hours of duty
The Executive Conference of October 5, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Ladd, Long, Rosen and Glavin considered the identical suggestions made by Special Agents George E. Davis and Raymond J. Driscoll during in-service training regarding office hours of field divisions.

Davis recommended the hours be changed from 9:00 A. M. to 6:00 P. M. to either 8:00 A. M. to 5:00 P. M. or 8:30 A. M. to 5:30 P. M. Agent Driscoll points out that it is becoming increasingly more difficult to conduct interviews either at the individual's place of business or home because the folks are on their way home between the hours of 5:00 and 6:00 P. M.

The Conference is opposed to any change of the divisional office hours at the present time, it being felt that the present hours from 9:00 A. M. to 6:00 P. M. are most satisfactory on an over-all basis.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC-Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

66-9554-4119

EX-10

ALL INFORMATION CONTAINED
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DATE 3/11/93 BY SP5/BJP

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Randy

KPM:ER

THE DIRECTOR

10/10/45

EXECUTIVES' CONFERENCE

SUGGESTION

The Executives' Conference on October 5, 1945, Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Coffey, Rosen and Morgan being in attendance, considered a suggestion made by Special Agent Supervisor W. H. Caver that the Bureau or the appropriate agency make known to the various state governments the desirability of having promulgated a law requiring that all applicants for licenses to practice palmistry and fortune telling be accompanied by fingerprints of the applicants, advancing the following reasons for the suggestion:

1. Those who engage in the practice of palmistry and fortune telling are in reality small time confidence men and women.

2. The practice is indulged in by a profusion of gypsies and illicit operators who frequently violate state and federal statutes while conducting their so-called art.

3. The suggested requirement of fingerprinting would serve to protect that segment of the people whose gullible and non-resistant minds are preyed upon to their detriment and to the concern of law enforcement agencies.

The Conference unanimously opposed adoption of this suggestion, feeling that we should not make affirmative overtures in such instances designed to influence state legislation relating to fingerprinting; that palmists and fortune tellers are only one category of individuals where the desirability of fingerprinting might be indicated; and that should the Bureau take action in one category of persons there would be insistence that we take similar steps in other categories.

Attached for approval is a letter directed to Mr. Caver concerning his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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56 OCT 12 1945

am

SJT:obp

October 10, 1945

323013
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DATE 3/13/93 BY SP5CJ/bce

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Hendon, Rosen, Morgan, Long and Tracy on October 9, 1945, considered the matter of the International Police Commission.

The Director will recall the International Police Commission was moved from Vienna to Berlin in 1941, at which time the Executive Conference recommended to the Director no further communication be had with the organization. This recommendation was approved.

Special Agent John L. Condon, presently in Berlin, has examined the records of the International Police Commission now in custody of the United States Army authorities. He advised there are approximately 2,000 alleged criminals who are positively identified by fingerprints and photographs, that however, the files for the most part are incomplete in that neither photographs or fingerprints are included. Thirty-six countries were members of the International Police Commission and the Commission served as a clearing house for international criminals. Special Agent Condon advised the Army is responsible for the ultimate disposition of the records stating that when a Central Identification Bureau for Germany is established the International Police Commission records would probably be made available to the Bureau.

The Executive Conference was unanimously of the opinion that the records would serve no useful purpose to the Bureau, and if you agree Special Agent Condon will be so advised.

Respectfully,
For the Conference

RECORDED
EX-58
Glyde A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 OCT 12 1945

EAT:dmg

THE DIRECTOR

10/5/45

EXECUTIVES' CONFERENCE

4
The Conference considered the attached memorandum for Bureau officials and supervisors concerning legibility of copies of Bureau reports furnished to the Department and was unanimously in favor of its submission.

Those in attendance were Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Long, Ladd, Rosen and Edw. A. Tamm.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
Edw. A. Tamm

CC-Mr. Clegg
Mr. Hendon

Attachment

#323613
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/10/93 BY sp5ci/bce

OK
71
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

67 INDEXED
RECORDED
EX-10

66-2554-412-2
OCT 11 1945

560 1 2 1945

LBN:HEM

THE DIRECTOR

EXECUTIVE CONFERENCE

10/4/45

#323613
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HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5 CIP/br

The Executive Conference, consisting of Messrs. Tolson, Long, Ladd, Morgan, Hendon, Tracy, Glavin and Nichols, considered the matter of destruction of files in offices which are presently being closed, along with the recommendations of SAC Cornelius.

The Conference was unanimous in recommending the destruction of the following files: (1) Quarterly intelligence summaries in offices being closed inasmuch as there would be duplicates in the office to which the district office closed will be assigned; (2) Bureau bulletins and SAC letters in offices closed may be destroyed inasmuch as there are duplicates in the offices taking over the territories; (3) FBI Law Enforcement Bulletins and Uniform Crime Reports in offices closed as they will be duplicated in the offices assuming jurisdiction; (4) interesting cases, radio scripts and speech material. These will be destroyed inasmuch as they will be duplicated in the offices assuming jurisdiction; (5) dead files on the photographs of subjects of Identification Orders which contain copies of I.O.'s and photographs but which do not contain investigative reports since they are duplicated in the office assuming jurisdiction; (6) OO files in the offices closed since these consist of instructions and are duplicated in the offices assuming jurisdiction; (7) files on expired contracts inasmuch as copies are on file in the Bureau, and it is not believed they would be of any further value.

If approved, a letter to all Special Agents in Charge is attached, so that it will be on file for future reference in the various offices.

Respectfully,
For the Conference

Clyde Tolson

RECORDED

INDEXED

Edward A. Tamm

EX-54

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

Mr. Hendon

Attachment

56 OCT 12 1945

WRG:JM

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/12/93 BY SP5CJ/bu 10/9/45

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference of October 8, 1945, consisting of Messrs. E. A. Tamm, Rosen, Coffey, Ladd, Morgan, Nichols, Hendon, Tracy, Lee and Glavin, considered a suggestion made by SAC Nathan concerning the transfers of Agents.

Mr. Nathan suggested that a rule be promulgated to the effect that any transfer be accomplished in not over three weeks, this three week period to include travel time, also vacation time.

Mr. Hendon spoke in opposition to the suggestion. He feels that we should hold in abeyance any action on the suggestion for a period of four to five months; that travelling conditions are bad at the present time; that it would be exceedingly difficult for a man to get to his new headquarters within a certain period of time; that he would have to pay rentals for a time he did not utilize his apartment in the old headquarters city if he had to move out in less than a month, and Mr. Hendon was of the opinion also that the Bureau's present policy on regular transfers of permitting approximately a month on the transfer not considering leave time or travel time should be continued. Messrs. Nichols and Morgan were in agreement with Mr. Hendon in this regard. The remainder of the Conference, consisting of Messrs. E. A. Tamm, Rosen, Coffey, Ladd, Tracy, Lee and Glavin recommended the adoption of the suggestion made by Mr. Nathan. They feel that housing conditions are loosening up, and that in the ordinary case an Agent should be able to get away from his old field office to his new field office within a period of three weeks including leave permitted on transfers. The majority of the Conference points out that in extraordinary cases approval could be given for a longer period of time to lapse before the transfers became effective. For the Director's information, there are 152 transfers pending at the present time, and the average time they have been pending is four to five weeks.

Further action on Mr. Nathan's suggestion is being held in abeyance pending the Director's decision in this matter.

Respectfully submitted,
For THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

WRG:val

THE DIRECTOR
THE EXECUTIVE CONFERENCE

October 9, 1945

The Executive Conference of October 9, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Tracy, Morgan, Long, Rosen, Ladd and Glavin considered a suggestion submitted by Norman K. Holshouser of the Administrative Division concerning juvenile delinquency.

Mr. Holshouser stated that he felt if certain of the Agents in the Field Offices, or anyone in the various Divisional Offices capable, would go to different schools in the state for the purpose of discussing juvenile problems with the pupils as well as the teachers, much good would accrue since representatives of the Bureau would be given sympathetic hearings. He also suggested that Bureau representatives exhibit certain motion pictures having to do with the subject of juvenile delinquency at the time the lectures are made.

It was pointed out to the Conference that at the present time appearances of Special Agent personnel assigned to the Field Service are made before schools and other local groups; and in many instances, the subject of juvenile delinquency is discussed.

It was the consensus of opinion of the Conference that the Bureau should continue the handling of this subject in the present manner and not expand upon it at this time.

Should the Director agree, the attached communication should go forward to Mr. Holshouser.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

53 OCT 18 1945

RECORDED
&
INDEXED

EX-84

EPM:ER

THE DIRECTOR

10/8/45

EXECUTIVES' CONFERENCE

BUREAU POLICY IN CONNECTION WITH POLICE
TRAINING BY UNIVERSITIES AND COLLEGES

323413
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5CJ/bce

The Executives' Conference on October 5, 1945, Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Coffey, Rosen and Morgan being in attendance, considered the desired policy to be pursued by the Bureau in the police training field in so far as universities and colleges are concerned. The declared policy up to the present is set forth in the attached memorandum.

PROBLEMS CONSIDERED BY THE CONFERENCE

The Executives' Conference considered separately the desired policy with respect to:

1. Annual police training institutes held on university or college campuses
2. Participation by universities or colleges in zone or regional police schools
3. The terms on which the Bureau should in any case cooperate with a university or college, and
4. The latitude to be permitted SACs in inviting lecturers from outside the Bureau to appear before police schools

I. ANNUAL POLICE TRAINING INSTITUTES ON UNIVERSITY OR COLLEGE CAMPUSES

Mr. Ladd had suggested that the Bureau contact state universities and encourage them to hold an annual police training institute in the summer of each year; that the FBI aid in preparing the program and dominate the picture; that the institutes be a joint operation of the universities and the FBI, the FBI to advise in the selection of instructors; that training be given only to actual peace officers; that strictly police subjects be taught by experienced police officers; that there be no contributions or fees apart from a nominal registration fee; and that there be no tuition charges or other charges except for room, board and janitor service. Mr. Ladd's suggestion further contemplated that the state universities would be first choice as a place to hold the institutes but when it was more advantageous to hold it at some other state college due to its location, the Bureau would make the choice or else go to the State Board of Education or State Board of Trustees for advice as to which of the colleges would be the proper place to hold such a school. Mr. Ladd pointed out that this would prevent the Bureau having to make a "Paul Revere Ride" whenever there was some activity on the part of a state university; and that it would develop a closer liaison and relationship between the university and the educational field and the FBI. He felt that the Bureau should encourage these institutes.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4126

When this matter was considered by the Executives' Conference, Messrs. Ladd, Coffey, Nichols, Tamm and Hendon recommended that the Bureau approach selected universities and colleges with a view to their holding annual institutes for police training in cooperation with the Bureau for the following reasons:

1. This action would place the universities and colleges on notice of the Bureau's interest and activities in police training.
2. It would be designed to develop good will among educational authorities establishing a closer liaison and relationship between the schools and the FBI.
3. It would prevent the so-called "Paul Revere Ride" by the Bureau when universities manifest an interest in police training.
4. It would probably result in schools not seeking to enter other spheres of police training.
5. It would lay down a definite standard of procedure for all offices in handling intrusion of the police training field by universities and colleges, it being noted that we have cooperated with some schools while not with others.

Messrs. Tolson, Rosen, Clegg, Tracy, Glavin and Morgan opposed our contacting universities and colleges with a view to their holding the institutes for the following reasons:

1. This procedure would result in encouraging universities and colleges to enter the police training field.
2. It would create problems where none now exist, it being noted that only a proportionately small number of schools have manifested active interest in police training.
3. It would present very considerable/practical difficulty in determining what particular university to approach with attendant ill will in the case of schools not approached.
4. It would be tantamount to inviting theorists, visionaries and the "college professor" to enter the police training field, known to be distasteful to police officials themselves.
5. Mr. Glavin pointed out that now is a particularly poor time to approach persons outside the Bureau with a view to expansion of activities in view of the fact that Congress and others will be examining the activities of all Governmental agencies very carefully from a dollars and cents appropriation standpoint.

6. These members of the Conference felt our present policy of being willing to assist in conducting institutes in universities in proper instances where we are approached by the universities is a more sound policy.

7. It was observed that there is no means whereby the Bureau can assure its domination of the field once we have invited universities to enter and participate in police training.

8. There is little danger of universities inaugurating police training programs without first approaching us inasmuch as in each instance in the past where the problem has arisen we have first been contacted by the university.

II. ~~X~~ ZONE OR REGIONAL SCHOOLS (SCHOOLS HELD IN A PARTICULAR AREA FOR A NUMBER OF POLICE DEPARTMENTS THAT ARE TOO SMALL TO HAVE THEIR OWN SCHOOL)

Mr. Ladd suggested that we actively inform the state universities of the Bureau's policy concerning the conducting of zone or regional police schools; that we invite the universities to participate with us in these schools as a joint venture with the colleges and universities furnishing certain background subjects and instructors; that the FBI prepare the program and the usual Bureau policies adhered to with respect to attendance only by actual police officers, etc. Mr. Ladd favored this suggestion feeling that it would still further identify the FBI with the universities and the general educational field; that it would be a joint venture and there would be a recognition of the Bureau's willingness to join hands with the state universities which have a legitimate hold in the training field, including police training.

When considered by the Executives' Conference, Messrs. Ladd, Coffey and Nichols recommended that the Bureau actively invite universities and colleges to participate with us in zone or regional schools for the reasons indicated.

~~OR~~ Messrs. Tolson, Glavin, Tracy, Clegg, Hendon, Rosen, Tamm and Morgan opposed inviting universities or colleges to participate in zone or regional schools for the same reasons indicated under "I" above.

~~OR~~ III. ~~X~~ TERMS ON WHICH THE BUREAU WOULD IN ANY INSTANCE COOPERATE WITH UNIVERSITIES OR COLLEGES IN POLICE TRAINING

The Conference unanimously felt that strictly police subjects should be taught only by experienced police officers; that there should be no contributions or fees although a nominal registration fee would be agreeable; that there should be no tuition charge or other charges except for room, board and custodial services; that training in police methods, techniques and procedures should be limited to those already with jobs in law enforcement; and that the Bureau should continue to oppose pre-entry training for students in universities who do not have a job in law enforcement but who desire to study police methods in universities with a view to securing such a job.

~~OR~~ IV. ~~X~~ LATITUDE TO BE PERMITTED SACs IN INVITING PERSONS FROM OUTSIDE THE BUREAU TO LECTURE BEFORE POLICE SCHOOLS

The Conference unanimously agreed that SACs should be permitted in proper instances to invite persons from outside the Bureau to lecture before

police training schools where such individuals are qualified, reputable, friendly to the Bureau and are not associated with commercial organizations. Mr. Clegg and Mr. Morgan both observed that this is our present policy.

It is to be noted that SAC Danner has made a suggestion similar to that of Mr. Ladd; that is, that we should take active steps in approaching state universities with a view to their participating along with us in police training schools. If the opinion of the majority of the Conference is approved opposing this suggestion, there is attached hereto a letter to Mr. Danner to that effect.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

WRG:val

THE DIRECTOR

9/21/45

THE EXECUTIVE CONFERENCE

43
The Executive Conference of September 19, 1945, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Coffey, Tracy and Glavin was advised by Glavin that under present regulations it is necessary in the procurement of any equipment that surplus stocks of the Government be examined to ascertain whether surplus property is available to fill our needs; and if the equipment, supplies or material which we desire is found not to be available from surplus stocks, we can purchase such material, supplies or equipment on the open market.

Glavin felt that at the present time it would be desirable for the Bureau to advise its Special Agents in Charge and Divisional Heads of this regulation so that no misunderstandings will arise when any of the Divisional Heads or Special Agents in Charge are desirous of securing new equipment, supplies or materials. The Conference was in agreement in this regard.

Subject to the Director's approval, there is attached hereto a suggested letter to the Field concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

#323013
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DATE 3/12/93 BY SP5/cip/bce

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED
121
EX - 58

66-2554-4127
FEDERAL BUREAU OF INVESTIGATION
OCT 15 1945
U. S. DEPARTMENT OF JUSTICE

316 470
53 OCT 18 1945

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Holloman
Nease
Gandy

IN
66-2554-4127
OCT 15 1945
U. S. DEPARTMENT OF JUSTICE

EPM:ER

THE DIRECTOR

OCTOBER 3, 1945

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5C/bce

At the present time provision is made for three sessions annually of the FBI National Academy with 80 men in attendance at each session. It is noted that for the January session we always have a considerably larger number of departments that are in a position to send representatives than on the occasion of the other two sessions and in fact several departments have pointed out that the January session is the only one to which they can designate representatives. This situation is, of course, attributable to the fact that in many areas the winter season is the period calling for least activity on the part of police departments. At the present time, for example, we have 130 departments desirous of designating representatives to attend the January 1946 session of the Academy.

With a view to increasing the size of the Academy the Executives' Conference on October 3 considered the advisability of having two classes of 50 men each, making a total of 100 in attendance at the January 1946 session, or having 3 classes of 40 each, making a total of 120 representatives in this session.

Messrs. Tolson, Glavin, Hendon, Ladd and Long favored increasing the size of the Academy to 100 men consisting of two classes of 50 each. It was felt that the additional 20 men should take care of all departments that can only send representatives to the January session and that by having only two sections of the class it would be possible to handle our class schedules in the same manner as at present without entailing the practical problems involved in arranging classrooms, lecturers and so forth for three separate sections. These members of the Conference also felt that for each session of the Academy a ceiling of 100 could be set in order to take advantage of representatives who might be desirous of attending a particular session in excess of the normal number of 80 men.

Messrs. Tracy, Nichols and Morgan, on the other hand, favored increasing the size of the Academy to 120 with the January session, representing 3 sections of 40 men each. It was noted that we should seek to build up the Academy to the greatest possible extent and that through increasing the number of associates we are going a long way toward conclusively resolving in the Bureau's best interests the problem of police training. It is also noted that is generally regarded that a class of approximately 40 men is better designed to receive maximum benefits from instruction than is true of larger classes.

I will approve minutely
view for Jan. Class. etc.
how it works & then we
can determine the
number of sections for the April
class.

Respectfully,
for the Conference

Clyde Tolson

E. A. Tamm

Met
SJT:js

August 17, 1945

THE DIRECTOR

RE: 44-HOUR WEEK
NIGHT AND MIDNIGHT FORCES
IDENTIFICATION DIVISION

The Executive Conference, consisting of Messrs. Ladd, Glavin, Rosen, Hendon, McGuire, Morgan and Tracy, considered the question of the Night and Midnight Forces in the Identification Division on the 44-hour week.

Executive
The Conference considered a suggestion of Mr. Quinn Tamm that the Midnight Force be discontinued and that the Identification Division close on week nights at 12:00 Midnight. Further, that it close at 9:00 P. M. on Saturday night. Such an arrangement would permit the Identification Division to operate with a Night Force ending at 12:00 Midnight except Saturday when the closing hour would be 9:00 P. M. This arrangement can be effected by having three employees on the Night Force work from 1:00 P. M. to 5:00 P. M. and two employees work from 5:00 P. M. to 9:00 P. M. on Saturday.

The foregoing seems to be the simplest solution to the 44-hour week and the Conference unanimously recommends it be placed in effect and if subsequent developments indicate it is desirable to have different hours, a subsequent change can be made.

Respectfully,
For the Conference

3230 13
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DATE 3/12/93 BY SP5CJ/ha

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. E. A. Tamm Mr. Hendon
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

EX-65

66-2534-4130
FEDERAL BUREAU OF INVESTIGATION
OCT 15 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL - 12

316
50 OCT 24 1945

ORIGINAL COPY FILED IN 66-1631-85-2500

HMC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

#323013
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DATE 3/14/93 BY SP5CIB/bee 10/12/45

ANNUAL CONVENTION OF IACP

- December 10, 11, 12 and 13, 1945
- Miami Beach, Florida

Police Association

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hendon, Coffey, Nichols, Ladd, Rosen and Clegg being present, considered the announced proposal of the International Association of Chiefs of Police to hold its annual convention the latter part of November or early December, and probably on December 10, 11, 12 and 13, 1945, at Miami Beach, Florida with the headquarters at the Shelburne Hotel. The conference unanimously recommended that the following Bureau representatives attend this convention if and when held:

Mr. Egan
SAC Danner, Miami
SAC McKee, Newark
SAC Gleason, New Haven
SAC Scheidt, Charlotte
SAC Bryce, Oklahoma City
SAC Fletcher, Philadelphia
Mr. Clegg

One new Sixth Vice President is to be elected as usual this year. It was recommended that Chief of Police Walter Anderson of Charlotte be approved as a candidate for the Bureau's support for this position.

Chief of Police Kluchsky has resigned his position as Chief of Police and his future intentions in law enforcement work are not known. This may create a vacancy. Rumor has it that Chief of Police Charles Dullea of San Francisco may resign even prior to the convention in Miami Beach. If so, this will leave two additional vacancies for Vice President. It is understood that Chief Fred Roff of New Jersey has had Chief of Police John McGleason of Greenwich, Connecticut at a recent meeting of the New Jersey State Police Chiefs Association with the idea of selling him to the New Jersey Police Chiefs as a prospective candidate for a vice presidency. Gleason is a graduate of the National Academy and it is recommended that he be approved as a candidate for this position.

For the prospective third position of Vice President if a vacancy does arise, it was recommended that since Chief Kluchsky might not be available as Vice President in the future, Mr. Egan or Mr. Clegg personally communicate with Larry Benson at Chicago to find out the wishes of the delegations in that area and the event his recommendation is cleared with the Bureau and the chief is not objectionable that Mr. Benson's recommendation then be approved for the third vacancy. It is understood, of course, that the Bureau will not actually promote the candidacy of any officer but that this promotion will be done by such friends of the Bureau as Larry Benson, Fred Roff and Jim Drew of California.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

10 OCT 16 1945

With respect to the designation of Paul Fulcomer as Office Manager of the IACP, it is understood that Chief Fred Roff thought this would be a good move in order to keep Major Ernest Brown out of the job. It was felt that if there was anyone who wanted to object to Fulcomer's holding such position, the Bureau's representatives would not take any steps to forestall any objections from police chiefs but that the Bureau representative should take no positive action or initiative in this connection.

*I agree. Certainly do
nothing to block any
objections
H.*

Respectfully,
FOR THE CONFERENCE

VI
Clyde Tolson

EAT
E. A. Tamm

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG:ual

THE DIRECTOR

October 9, 1945

THE EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/12/93 BY SP5CJ/bce

The Executive Conference of October 9, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Tracy, Morgan, Long, Rosen, Ladd and Glavin considered the Indices Consolidation Program being handled in the Field Service.

For the Director's information, on December 21, 1944, the project of consolidation of files and index cards was brought to the attention of the Field in Form Letter Number 337, Series 1944, wherein the Field was advised that "the general indices of the office should be carefully examined and wherever there is more than one card bearing the same name, the file should be examined. If the subject of the two files is found to be identical, one of the cards should be eliminated and all file numbers relating to the same subject should appear on the same card. This will be a definite indication that the subjects of each of the files or at least the references to the subject of the index card all refer to the same individual."

The letter further advised the Field that "in the event the cases are pending, consideration should be given by the Special Agent in Charge, or the qualified Special Agent designated by him, to the consolidation of the material in the pending files. It is entirely possible that due to the fact that separate violations are involved and different United States Attorneys are handling prosecutions, it might not be found logical to consolidate the pending files. If, however, it would appear logical to consolidate the pending files, this should be done promptly."

The Field was given until October 15, 1945, to complete this project.

It was pointed out to the Conference that badly needed Special Agent personnel is being utilized on this particular project at this time. The Conference feels that it would be well for the Bureau to be advised at this time as to the progress made by its various Divisional Offices in completing the consolidation project; and if it is being worked on at the present time, the number of personnel being tied up in the project - both clerical and Special Agent personnel.

RECORDED

INDEXED

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

EPM:ER

THE DIRECTOR

10/11/45

EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY
31ST SESSION

W. F. E. D. N. A.

The Executives' Conference on October 11, 1945, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Rosen and Morgan in attendance, unanimously recommended that favorable consideration be given to the following departments designating a representative to attend the 31st Session of the FBI National Academy:

Red Wing, Minnesota, Police Department
Peekskill, New York, Police Department
Kenmore, New York, Police Department
Hull, Massachusetts, Police Department

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Hendon
Mr. Clegg

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/12/93 BY SP-5 CJP

EX-54

66-2554-4133
FBI
32 OCT 16 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

316

[Handwritten signatures]

LBN:aml

10-12-45

THE DIRECTOR

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Coffey, Hendon, Tracy, Glavin and Nichols considered Mr. Cartwright's suggestion that additional posters be prepared for the Records Section.

As a matter of information, specialized posters have been prepared calling attention to frequent errors, with the thought in mind that by the constant suggestion there would be a tendency to keep more on the alert. The posters which have been prepared for the past several months have been most helpful.

The Conference, excepting Mr. Nichols, recommended against the preparation of these posters in view of the congestion in the Cartographic Section and the lack of personnel. Mr. Nichols was in favor of the posters if the Cartographic Section can get to them.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5CJ/bce

RECORDED
&
INDEXED

66-2554-4134
OCT 17 1945

EX-72

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

11/11/45 SGT:jm

October 10, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5CJ/bce

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Ladd, Coffey, Rosen, Hendon and Tracy, on October 10, 1945 considered a suggestion of Special Agent G. J. Engert of the Identification Division that arrangements be made with the Capitol Theatre for a special showing of the picture "The House on 92nd Street" for Bureau employees midnight, Friday, October 19th. The show starts at the Capitol Theatre on Thursday, October 18th.

The Conference was advised the seating capacity of the Capitol is 2,200 and there would be absolutely no difficulty in filling every seat with Bureau employees and their families.

Mr. Tracy, in presenting the suggestion, advised he felt that it was good for morale in that special arrangements had been made on behalf of Bureau employees. He pointed out that some of the older employees had stated they avoid motion pictures if they have to wait in line any length of time to buy a ticket. If the Washington reception of the picture is as great as it was in New York, it will be most discouraging from the standpoint of ticket purchase.

Mr. Nichols, in opposing the suggestion, advised he felt the employees would get more benefit out of the picture by seeing it during the regular showings in that they would feel audience response. He felt that psychologically it would be better if a special showing were not provided for Bureau personnel. Mr. Nichols further pointed out he felt it undesirable to have an entire Bureau audience for the reason that the proper atmosphere would not be present such as would be during a regular showing. Mr. E. A. Tamm opposed the suggestion because to carry it out would mean making a special favor of Mr. Carter Barron.

The Conference with the exception of Mr. Tracy agreed with Mr. Nichols.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

316
OCT 12 1945

AR:MP

THE DIRECTOR

May 3, 1945

The Executive Conference

***MONTHLY ADMINISTRATIVE REPORT**

On May 2, 1945, the Executive Conference, attended by Messrs. Glavin, Quinn Tamm for Tracy, Hendon, Coffey, Clegg, McGuire for Nichols and Rosen, unanimously approved the attached revised Monthly Administrative Report, page two, which revision was made necessary by SAC letters Nos. 31 and 32, dealing respectively with the handling of "no card" cases on the monthly administrative report and with the assignment of cases to the police.

Respectfully,
For the Conference

#323013
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DATE 3/12/93 BY SP5/bee

Clyde Tolson
Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
12

EX-60

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-4136
FEDERAL BUREAU OF INVESTIGATION
OCT 16 1945
U. S. DEPARTMENT OF JUSTICE

INT. SEC. DIV. CONTROL

32/316
2 OCT 21 1945

ORIGINAL COPY FILED IN 66-2119-354

LBW:HBM

THE DIRECTOR

10/4/45

met.
O EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Long, Ladd, Morgan, Hendon, Tracy, Glavin and Nichols, considered the suggestion of the Portland Office to the effect that radio monitoring personnel be assigned to the handling of technical surveillances.

The SAC pointed out that by utilizing them on technical surveillances there would be a definite savings inasmuch as the salaries of the monitoring personnel are under those of Special Agents. For the Director's information, there are 17 monitoring employees whom it is contemplated to assign to radio communications. This would, of course, necessitate reducing in grade and salary girls who are presently assigned.

It is felt that it would be advantageous to maintain the radio personnel until the world intelligence situation has finally resolved itself. If approved, the Chief Clerk's Office will make the necessary assignments.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

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DATE 3/12/93 BY SP-6/bce

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

EX-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

316

10/10/45

WRG:val

October 10, 1945

Special Agent in Charge
Birmingham, Alabama

RE: OFFICE HOURS
Birmingham Division

Dear Sir;

Reference is made to your communication of October 3, 1945, wherein you suggest that the office hours of the Birmingham Division be either from 8:00 A. M. to 5:00 P.M. or from 8:30 A.M. to 5:30 P.M. rather than the present 9:00 A. M. to 6:00 P.M. hours.

The Bureau have had very carefully considered the problem confronting the Birmingham office personnel; however, it feels that the present Field hours of from 9:00 A.M. to 6:00 P.M. are the hours best suited to the work of the Bureau, and it is not felt that any change should be made at this time.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of October 9, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Tracy, Morgan, Long, Rosen, Ladd and Glavin approved the above action.

Communications Section
Oct. 11, 1945

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DATE 3/12/93 BY SP-1/PC

RECORDED
INDEXED
FEDERAL BUREAU OF INVESTIGATION

66-2554-4138
FEDERAL BUREAU OF INVESTIGATION
OCT 17 1945
U. S. DEPARTMENT OF JUSTICE

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DATE 3/12/93 BY SP-5/THC

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66-2554-4139
FEDERAL BUREAU OF INVESTIGATION
OCT 17 1945
U. S. DEPARTMENT OF JUSTICE
REPLIES ON ORIGINARY

ORIGINAL COPY FILED IN

i : vol

October 5, 1945

Special Agent in Charge
Houston, Texas

RE: WORK INDEX

Dear Sir:

Reference is made to your communication of September 19, 1945, concerning the above-mentioned matter.

The Bureau has carefully noted the comments made by you in the communication of reference; however, it wishes to advise you that at the present time it is not felt any change in the regular hours of from 9:00 A.M. to 6:00 P.M. should be made. It is felt that on an over-all basis these hours can best serve the Bureau's needs in the Field Service at this time.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of October 2, 1945, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Korgan, Rosen, Coffey, Tracy and Glavin approved the above action.

129 PM '01

SPM:ER

THE DIRECTOR

10/12/45

EXECUTIVES' CONFERENCE

FORMATION OF AN FBI PISTOL TEAM

Special Agent Henry A. Fitzgibbon has suggested that the Bureau organize an FBI pistol team or teams authorizing the members thereof to participate in the important pistol tournaments which are scheduled from time to time. Incident to his suggestion Agent Fitzgibbon expressed the feeling that the Bureau in this way could further capitalize on the extreme interest manifested by police officers in firearms training; could increase its prestige as a law enforcement agency and could further consolidate its position in the law enforcement training field.

The Executives' Conference considered this suggestion on October 11 and unanimously recommended that it not be adopted. It was observed that this thought has come up in the past and has been uniformly turned down for the reason that it is necessary to devote long periods of time to practice in order to be sufficiently proficient in pistol matches to participate on a favorable basis. Further, it was also noted that it is not possible for our agents to handle their other assignments and be assured of adequate opportunity to practice, a consideration which doubtless would result in our not being able to make a credible showing during the course of pistol matches. Those in attendance at the Conference on October 11 were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Nichols, Ladd, Rosen and Morgan.

If the Conference action is approved, there is attached hereto a letter to Mr. Fitzgibbon.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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&
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48 31 OCT 17 1945

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DATE 3/12/93 BY SP 22/bci

316
OCT 18 1945

EPH:ER

THE DIRECTOR

10/15/45

EXECUTIVES' CONFERENCE

~~INSTRUCTION IN BOMB DISPOSAL METHODS BEFORE FBI NATIONAL ACADEMY~~

Two representatives of the Navy Bomb Disposal School, American University, Washington, D. C. Lts. (J.G.) Thomas J. Adams and Benjamin Hawkins recently called at the Bureau for the purpose of discussing the advisability of making available to the FBI in the FBI National Academy instructors in the disposal of souvenir bombs which are either brought here or sent to this country by men in the armed forces. These two men suggested that this problem has become quite serious and that the armed forces are carrying on an educational program attempting to discourage the sending or bringing of souvenir bombs to the United States from war areas. They pointed out, however, that these bombs do get through and have been causing serious damage in various communities.

The Executives' Conference on October 11, 1945, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Rosen, Coffey and Morgan in attendance, unanimously recommended that the Bureau approach the Navy Bomb Disposal School with a view to obtaining one of their instructors to lecture before the Academy concerning the proper handling by police officers of situations involving bombs that have been brought back from war areas. The members of the Conference felt that such instruction is timely and as a matter of policy could much better come from someone outside the Bureau than from one of our own Laboratory men in view of the peculiar practical dangers involved. Mr. Coffey suggested, agreed in by the Conference, that at the time we discuss the matter with appropriate representatives of the Navy Bomb Disposal School, we suggest that our own Laboratory technicians would appreciate an opportunity to study some of their research and techniques developed by the school.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 3/12/93 BY SP5CJ/...

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OCT 16 1945

EPM:ER

THE DIRECTOR

10/16/45

EXECUTIVES' CONFERENCE

IN-SERVICE CLASSES

The Executives' Conference on October 16, 1945, noted that as of approximately August 1, 1945, we discontinued bringing in 80 men each week for In-Service training by reason of transportation difficulties which prevailed at that time. It was observed that most of the substantial problems relating to travel have now been removed and the Conference accordingly unanimously recommended that we return to the practice of calling in 80 agents for In-Service training each week.

Those in attendance were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Coffey, Nichols, Rosen and Morgan.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

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HEREIN IS UNCLASSIFIED

DATE 3/12/93 BY SP5/bk

RECORDED
&
INDEXED

113

EX-65

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

316

10/16/45
270

66-2554-4142
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JRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY sps/cj/b

October 3, 1945

The Executive Conference of October 1, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Coffey, Mumford, Rosen and Glavin was advised of an automobile accident involving Special Agent Jack G. McCluney who is assigned to the New York Division. The automobile accident resulted in damages amounting to \$54.00 to a Bureau automobile.

For the Director's information, McCluney at approximately 10:15 A.M. on August 6, 1945, was involved in a collision with a truck owned by Samuel Lieberman. McCluney states that he had parked the Bureau car and had slightly opened the left front door in order to view the rear preparatory to alighting from the automobile, when the third party's truck struck the edge of the door of the Bureau automobile from the rear. McCluney states that the cab of the truck had cleared the Bureau car, but the right front corner of the truck bed or body struck the Bureau car. Special Agent Paul M. Bresnahan, passenger in the Bureau car, corroborated Agent McCluney's story.

A witness, Mrs. Daisy Pizarro, asserted she had seen the entire accident and that the truck driver had swerved his truck over to the right side of the street and in so doing had driven his truck into the Bureau car, which was stationary. She stated that she would testify to this effect.

The insurer of the third party's truck, when contacted concerning the possible collection of the damages, stated that the truck driver did not appear to be at fault and the responsibility was with the Agent. SAC Conroy felt that McCluney should not be held responsible for the accident, but that steps should be taken through the Department to collect from the Insurance Company of the third party.

Glavin pointed out to the Conference that in this particular case it appears that McCluney was at fault; that he opened the door on the left side of the car which is the side of the car to the street which is a practice that should not be followed at any time, and that by his own statement he stated the cab of the truck had already cleared the car and the body of the truck "clipped" the door of the car as the truck was passing. Glavin felt that McCluney was responsible in this particular case.

The Conference was of the unanimous opinion that McCluney was responsible and recommended that McCluney pay the cost of the repairs of the car in question in the amount of \$54.00.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

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ORIGINAL FILED IN

66-2554-4743

FEDERAL BUREAU OF INVESTIGATION

OCT 18 1945

DATE: October 11, 1945

TO: MR. CLEGG

FROM: J. S. ROGERS

SUBJECT: WILLIAM M. FRENCH - UNITED STATES FOREST SERVICE
NATIONAL ACADEMY

On October 16, 1945, Sheriff C. J. Tobiasen of Nevada County, Nevada City, California submitted an application nominating William M. French of the United States Forest Service for attendance at the Academy. The Bureau by letter of October 27 to Sheriff Tobiasen informed him that in view of the fact that French was principally employed by the United States Forest Service it would be necessary for that organization to nominate him before his application could be given consideration.

A letter to that same effect was written to French on the same day. He was advised that if his superiors in the United States Forest Service desired to nominate him to attend the Academy that the Bureau would be pleased to accept the application. French replied to that letter of November 8, expressing his regret that his application had not been accepted and stating that the regional office of the Forest Service at San Francisco refused to nominate him to attend the Academy on the ground that such training would be of no value in his work. He stated that he planned to seek employment with some other law enforcement agency so that he would be qualified to attend that Academy.

By letter of September 14, 1945, French advised that his official superiors have now informed him that they would approve his attendance at the winter Session of the Academy. He stated that he believed this change in attitude was due to the large increase in incendiary fires which have proved the need for investigative training for investigative personnel.

He has inquired as to whether a new application would be necessary. He also expressed a desire to attend the January, 1946 Session of the Academy at the only time during the year that fire conditions would permit his absence from regular duty.

If approved, there is attached hereto a letter to French advising him that we would be happy to accept his application if submitted by his superiors. He is also being told that no assurance can be given at this time as to his attendance at the January Session.

Attachment

RECORDED

EX - 58

10/11/45 Approved Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Connelley, Nichols, Ladd, Rosen and Morgan.

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DATE 3/12/93 BY SP-5/BJ

FEDERAL BUREAU OF INVESTIGATION

OCT 18 1945

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

58 DEC 10 1945

THE DIRECTOR

10/16/45

EXECUTIVES' CONFERENCE

~~MANUAL OF INSTRUCTIONS~~

The Executives' Conference on October 16, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Coffey, Nichols, Egan and Morgan in attendance, unanimously recommended that the attached material relating to case data relating to the Bureau's Single Fingerprint Section be approved for incorporation in the Manual of Instructions.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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HEREIN IS UNCLASSIFIED
DATE 3/12/93 BY SP5/BJC

RECORDED
&
INDEXED

106-2554-4145
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31 OCT 19 1945

EX-65

Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66 OCT 22 1945

FEDERAL BUREAU OF INVESTIGATION
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Total Deleted Page(s) ~ 4

Page 68 ~ Duplicate

Page 181 ~ Duplicate

Page 231 ~ Duplicate

Page 251 ~ Duplicate

FBI File Number 66-HQ-2554, Section 30

PH:12

THE DIRECTOR

10/16/45

EXECUTIVES' CONFERENCE

~~SUPPLIES FOR SIS OFFICES~~

323.013

The Executives' Conference on October 16, 1945, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Coffey, Nichols, Rosen and Lorgan being in attendance, unanimously recommended approval of the attached form designed for SIS offices in requesting supplies from the Bureau. It was noted that utilization of the form would streamline the present procedure whereby SIS offices request supplies from the Bureau by letter, such letters thereafter serving as basis for a supply requisition prepared in the SIS Division.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

323.013
ALL INFORMATION CONTAINED

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DATE 9-15-92 BY 9501 p/q

INDEXED
&
RECORDED

166-2554-4146
OCT 17 1945

316
OCT 22 1945

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LPM:ER

THE DIRECTOR

10/17/45

EXECUTIVES' CONFERENCE

INTERVIEWING PRISONERS IN FEDERAL PENITENTIARIES

The Executives' Conference on October 17, 1945, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Coffey, Rosen and Morgan in attendance, considered the advisability of approaching the Department at this time with a view to having rescinded a rule of the Bureau of Prisons making it necessary that the personal and expressed approval of the Director of the Bureau of Prisons be obtained before a Special Agent of the FBI is permitted to interview a prisoner incarcerated in a Federal institution. The Conference noted that all of our offices at the present time experience no difficulty in arranging for interviews with Federal prisoners in institutions controlled by the Bureau of Prisons.

It was observed that we are experiencing no present difficulties; that the question is purely an academic one at this time; and that there is no predicate for communicating with the Department concerning the matter in the absence of specific instances involving a lack of cooperation. The Conference accordingly recommended unanimously that no representations be made to the Department until such time as we are faced with an actual difficulty.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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DATE 9-16-92 BY SP3CJ/af

RECORDED & INDEXED
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EX - 68

66-2554-4117
OCT 19 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Mr. Tamm
Mr. Winterrowd

316

EPM:ER

THE DIRECTOR

10/16/45

EXECUTIVES' CONFERENCE

FOREIGN TRAVEL CONTROL FORM

The Executives' Conference on October 16, 1945, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Coffey, Nichols, Rosen and Morgan being in attendance, recommended discontinuance of Travel Control Landing Card, Bureau form FD-124, it being noted that this form no longer has any significance in view of the complete discontinuance of the Foreign Travel Control Program.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

67 166-2554-4148
OCT 19 1945

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DATE 9-16-92 BY SP-5 cr/dcf

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

316 72
OCT 22 1945

LBN:aml

THE DIRECTOR

10-18-45

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Coffey, E. A. Tamm, Tracy, Glavin and Nichols considered the memorandum outlining the jurisdiction of the Bureau, which was prepared for transmittal to Mr. Jerry Devine.

Messrs. Nichols and Coffey recommended that a copy be forwarded to all Agents in Charge to be used in connection with lectures before police training schools and speaking engagements as a ready reference.

Messrs. Tolson, Tamm, Mumford, Rosen, Tracy and Glavin recommended that while the dissemination of the memorandum was desirable, nevertheless we were confronted by the practical problem that we are extremely hard pressed for help and that the extra time taken for the mimeographing and distribution of this would not justify its preparation, bearing in mind that the contents of the attached memorandum are set forth in the Bureau's manuals.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

O.K. I would
like to have a
copy for my
desk.

CC-Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

166-2584-4149
OCT 18 1945

EX-66

323013
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HEREIN IS UNCLASSIFIED
DATE 9-16-92 BY SP-5/def

Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70

WRG:val

THE DIRECTOR

October 18, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference of October 15, 1945, consisting of Messrs. Tolson, Hendon, Tracy, Coffey, Clegg, Ladd, Rosen and Glavin reconsidered the Executive Conference decision of October 3, 1945, concerning the closing of the San Juan Radio Station.

New Network

For the Director's information, no steps have been taken looking toward the closing of the station up to the present time. It was pointed out to the Conference that it might be undesirable, on reconsideration, to close the station due to the many labor difficulties and strikes which are sweeping the country at the present time. It was felt that we may be penny-wise and pound-foolish in closing the Radio Station at this time.

Mr. Tolson pointed out that unless cable, telephone and air mail all "went out" we would be able to handle all of the necessary work with the San Juan Office which would ordinarily be handled by radio. Messrs. Tolson and Hendon recommended that the Radio Station be closed as originally recommended.

The remainder of the Conference consisting of Messrs. Tracy, Coffey, Clegg, Ladd, Rosen and Glavin recommended that the Radio Station remain open at the present until the present labor unrest becomes more settled.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

31 OCT 19 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

22 1945

323,013 EX-65
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-92 BY SP5C/af

OFFICE MEMORANDUM
ROK:cg
TO : The Director

FROM : D. M. Ladd

DATE: August 18, 1945

SUBJECT: FALSELY CLAIMING CITIZENSHIP
ALIEN EMPLOYMENT IN NATIONAL DEFENSE INDUSTRIES
UNAUTHORIZED ALIEN EMPLOYMENT

Executive Conference

Section 10 of the National Defense Manual, in its present form, deals with the three captioned subjects. At the present time, the Bureau has discontinued conducting loyalty investigations of aliens employed in National Defense industries. This discontinuance was made on November 1, 1942. The statute covering the employment of aliens in secret Government or restricted Government contracts expired on June 30, 1942, and on June 30, 1945; therefore, the Statute of Limitations became operative to bar any prosecution of any violations of this statute. It is noted, however, that investigations are still continuing of aliens who have falsely claimed United States citizenship and this particular violation will continue during peacetime. It is therefore believed that the material in the Manual concerning Alien Employment in National Defense Industries and Unauthorized Alien Employment can be eliminated as we no longer have any cases under these particular categories. Since Falsely Claiming Citizenship is covered by a general statute, it is believed that the portion of Section 10 of the National Defense Manual pertaining to this violation should be extracted and placed in the Manual of Instructions.

ACTION RECOMMENDED

There is attached for your approval, a revised manual section dealing only with the violation of Falsely Claiming Citizenship and it is recommended that this section be made a part of the Manual of Instructions and the present Section 10 of the National Defense Manual be eliminated entirely.

Attachment

8/21/45 - Approved by Exec. Conf.
consisting of Messrs. Tamm, Glavin,
Coffey, Rosen, Tracy and Ladd -

DML

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-92 BY *SPS-ci/deg*

RECORDED

66-2554-4151
FEDERAL BUREAU OF INVESTIGATION
10-22-1945
U. S. DEPARTMENT OF JUSTICE

36
57 OCT 31 1945

ORIGINAL FILED IN 66-2554-4151

WRG:val

THE DIRECTOR

9/25/45

THE EXECUTIVE CONFERENCE

The Executive Conference of September 25, 1945, consisting of Messrs. Tolson, E. A. Tamm, Mumford, Tracy, Coffey, Hendon and Glavin considered the issuance of War Service Certificates to National Police Academy graduates who entered on duty with the Bureau during the war period.

The Conference recommended that no NPA graduate who had been a Special Agent and who was dismissed from the Service or whose resignation was requested be given a War Service Certificate. This is in harmony with present regulations concerning the issuance of such certificates. The Conference further recommended that no NPA man who had been employed as a Special Agent and who left the Service prior to July 25, 1944, at which time the Bureau sent a letter to all NPA men in service stating that they may return to their local police departments if they so wished, be issued a War Service Certificate.

For the Director's information, a copy of the letter in question which was sent to the NPA men in the service is attached hereto.

Should the Director approve the Conference recommendation in this regard, the following Special Agents, who were NPA men and served on active duty in the Bureau but who ceased active duty before July 25, 1944, of their own volition, will not be issued War Service Certificates:

Harry D. Allison
Meade K. Bates
James C. Berg
Arthur L. Blackmon
Frank Bland
Thomas P. Boustead
Arthur A. Busick
Burgan H. Butler
Rudolph F. Cassens
Murlin H. Collins
Laurence Condon
George H. Culver
Cecil T. Donaldson
Robert D. Drennan
George R. Folds

Benjamin F. Gaffney
Rossie L. Gay
Howard W. Gillette
Eugene W. Griffin
Lewis E. Hanaway
Lindsey Hatchett
Lawrence J. Hilbert
Ernest William Holt
Smith S. Horton
Roy V. Huggins
Alfred Hugg
Newman W. Kimbrough
William C. Kirven
Glen Harold Kolthorst
Charles L. Lineback

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 a/dg

EX-11

59 FEB 4 1946

ORIGINAL COPY FILED IN

MEMORANDUM FOR THE DIRECTOR

- 2 -

John F. Lockwood
Norman J. Mehl
John J. Mitchell
George N. Norton
Erling Frederick Odegard
Don G. Owens, Jr.
W. Foy Parrish
Dallas L. Powell
Joseph A. Prentice
Marvin E. Prince

Robert M. Pugmire
Archie J. Richardson
Samuel L. Robards
Kenneth I. Romaine
Henry C. Severs
Ernest D. Sheffield
Charlie W. Smith
Gordon R. Stokes
Kermit L. Westbay
John W. Yandle

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

AEL:VMH:AEW

MR. NICHOLS

10-5-45

R. T. HARBO

MILITARY COURT STATISTICS IN DESERTER CASES

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-92 BY SP-5 ci/dcg

1. PRESENT POLICY

The present policy in recording military court convictions is as follows: Convictions in military court will be recorded as such by the Bureau when (1) the case has been investigated by the Bureau, and (2) prosecution in civil court has been declined by the United States Attorney in lieu of military court action.

2. NEW YORK FIELD OFFICE INQUIRY AND BUREAU REPLY

By letter of August 22, 1945, the SAC at New York inquired as to the Bureau policy and set forth three specific examples inquiring as to whether they were to be recorded. The examples were (1) if the evidence obtained by the Agent is used in court martial and the United States Attorney declines prosecution in lieu of military court action; (2) in cases where a Bureau Agent actually testifies in military court; (3) where a Bureau Agent furnishes an affidavit in lieu of personal appearance in military court.

The Bureau's reply of September 6, 1945, advised that these cases would be recorded as military court statistics providing the circumstances as outlined under item 1 existed.

3. NEW YORK PHONE CALL AND PROBLEM INVOLVED.

On September 19, 1945, ASAC Belmont of New York in telephonic conversation with P. J. Shine requested clarification of the Bureau policy, particularly with reference to deserter fugitive cases. ASAC Belmont explained that in quite a number of deserter cases there develops some technical Federal violation under our investigative jurisdiction. Most of such instances involve some violation of the Selective Service Act; however, prosecution is promptly declined by the United States Attorney since the investigation in such cases has as its object the return of the subject to military custody. ASAC Belmont explained that much work would be involved in reopening these cases and keeping future ones open to follow military court action.

Technically, these cases fall within the policy of the Bureau with reference to recording military court statistics; however, this policy was not established originally to cover such matters. The purpose of the policy was to have a record of convictions which we would ordinarily get in civil court but because of the war, prosecution in civil court is declined in deference to military action. The policy was established to cover such cases as investigations of violations of the National Motor Vehicle Theft Act, Theft of Government Property, etc., which have as their objective prosecution in Federal Court.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Mohr
Pennington
Quinn
Nease
Miss Gandy

53 NOV 6 1945

RECORDED & INDEXED
61

66-2554-4152
FEDERAL BUREAU OF INVESTIGATION
OCT 22 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED 42

Memorandum for Mr. Nichols

RECOMMENDATIONS:

A. It is recommended that the New York Office be advised to continue the policy they have followed in the past of closing deserter fugitive cases when the subject is turned over to the military authorities, and that they need not keep deserter cases in a pending status to report military court action because of some technical violation discovered incidental to the deserter investigation.

B. The military court ~~policy~~ policy was passed on originally by the Executive Conference and for that reason it is thought you may wish to present this matter also to the Executive Conference. If approved, an appropriate letter will be prepared for the New York Office.

ADDENDUM: LBN:aml-10/8/45 -- The Executives Conference consisting of Messrs. Rosen, Coffey, Ladd, Morgan, Hendon, E. A. Tamm, Tracy, Glavin and Nichols unanimously recommended the adoptions of Mr. Harbo's suggestions.

TO: THE DIRECTOR

DATE: 10/22/45

FROM: EXECUTIVES' CONFERENCE

SUBJECT:

Departure from the U.S. of individuals under investigation

The Conference considered the attached memorandum for all Special Agents in Charge concerning the fact that should an individual under investigation be contemplating departure from the United States, the Bureau should be advised and any instructions regarding the prevention of his attempted exit will be issued from the Seat of Government, and was unanimously in favor of its submission.

Those in attendance were Messrs. Tolson, Edw. A. Tamm, Glavin, Tracy, Coffey, Morgan, Ladd and Rosen.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

Attachment
CC - Mr. Clegg
Mr. Hendon

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5/lyg

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&
INDEXED
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66-2551-4153
20 13
22 OCT 23 1945

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NRG:val

THE DIRECTOR

October 18, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference of October 17, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Nichols, M. Morgan, Ladd, Rosen and Glavin considered the present Bureau regulation which prohibits Special Agent personnel coming in for In-Service Training utilizing their personally-owned automobiles for such travel.

It was pointed out to the Conference that several years ago the Bureau had discontinued the practice of permitting Agents to proceed to Washington by personally-owned automobile since on many occasions excessive travel time was taken; that the Agent traveled with his family to Washington and it was felt desirable that Agents should not depart from their headquarters cities earlier than would be necessary through common carrier travel.

It was pointed out to the Conference that the same factors do not exist today; that an Agent coming in for In-Service on Monday morning and not working Saturday and Sunday could proceed to Washington by personally-owned automobile without any loss of official time, it being understood that the Agent cannot collect more per diem or transportation than would accrue to him had he used common carrier conveyance.

The Conference recommends, therefore, that the Bureau amend its present regulation permitting Special Agent personnel attending In-Service training to proceed to Washington by personally-owned car when such travel can be made without additional expense to the Government.

Should the Director approve, an appropriate communication will go forward to the Field concerning this matter.

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5CIP/deg

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

70001 24 134

316

10-26
EPM:ER

SAC, NEW YORK

OCTOBER 10, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

NUMBER THREE REGISTER

Referring to the recent inquiry of Assistant SAC Belmont this is to advise that it will be satisfactory to require agents of the New York Office to account on the number three register cards for time spent in the office in addition, or course, to the usual items required to appear on this register.

Communications Section
Oct. 11, 1945

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5CJ/leg

NOTE: Approved Executives' Conference
10/5/45, those present being
Messrs. Tolson, Glavin, Tracy,
Hendon, Morgan, Clegg, Ladd,
Coffey, Rosen.

ORIGINAL IN
EX-3

66-2554-4186

FEDERAL BUREAU OF INVESTIGATION
OCT 13 1945
U. S. DEPT. OF JUSTICE
INITIALS OF AGENT

100
OCT 29 1945

316

ORIGINAL COPY FILED IN 66-27-11964 serial destroyed per 66-3286-608

TO: THE DIRECTOR

DATE: 10/22/45

FROM: EXECUTIVES' CONFERENCE

SUBJECT:

The Conference considered the attached memorandum for Bureau officials and supervisors cautioning all Bureau officials against making commitments in matters of policy without first arranging through proper channels to obtain your views in any policy matter and instructing that great care should also be exercised not to arbitrarily commit the Bureau to meet any "deadline" with Departmental officials, government officials or other people outside the Bureau, and was unanimously in favor of its submission.

Those in attendance were Messrs. Tolson, Edw. A. Tamm, Glavin, Tracy, Coffey, Morgan, Ladd and Rosen.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

Attachment
CC-Mr. Gregg
Mr. Hendon

RECORDED
&
INDEXED

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5U/dcg

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NOV 20 1945

EPM:ER

SAC, NEWARK

OCTOBER 17, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

ARTHUR A. WELLER, FBI NATIONAL ACADEMY GRADUATE

83430

Reference is made to your letter of October 9, 1945, supplying for consideration a suggestion made by Sergeant Arthur A. Weller, a graduate of the FBI National Academy, that a sound film depicting a discussion and demonstration of Defensive Tactics would be a valuable training film. The Bureau recognized a great deal of merit in this suggestion and it certainly will be given every consideration in the course of possible future extensions of present training facilities. It is desired that you personally express to Mr. Weller the Bureau's appreciation for his thoughtful consideration in calling this matter to our attention.

NOTE: Approved Executives' Conference 10/16/45, those present being Messrs. Tolson, E.A. Tamm, Glavin, Tracy, Hendon, Coffey, Nichols, Rosen and Morgan.

Communications Section
Oct. 18, 1945

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 i/pig

RECORDED
EX-67

66-2554-415
FEDERAL BUREAU OF INVESTIGATION
OCT 22 1945
U. S. DEPARTMENT OF JUSTICE

63 NOV 7 1945

ORIGINAL BY FILED IN

epm:er

October 19, 1945

MEMORANDUM FOR MESSRS. BRANTLEY
CONROY
FLETCHER
GUERIN
HOOD
MOSWAIN
SCHMIDT
SONCY

RE: OPENING OF NEW CASES

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-5-92 BY SP-5C/pag

It has been suggested that the following paragraph be added to the present provisions of Section C-E of the Manual for Clerical Employees:

"Closed cases shall not be reopened to record data concerning a new violation involving the same person. A new case shall be opened in such instances with appropriate cross referencing to all files involving the same individual."

It was felt that the suggested procedure would establish uniformity throughout the field service with respect to opening of cases involving new violations on the part of individuals regarding whom there is already a closed file in the office.

Our views are desired not later than October 26, 1945, as to the advisability of including the foregoing suggested paragraph in the existing manual instructions.

Very truly yours,

John Edgar Hoover
Director

NOTE: Approved by Executives' Conference 10/19/45
Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Rosen and Morgan.

Communications Section
Oct. 19, 1945

RECORDED

EX-51

66-2554-4158
FEDERAL BUREAU OF INVESTIGATION

OCT 25 1945

U. S. DEPARTMENT OF JUSTICE

70 NOV 14 1945

EPM:ER

SAC, PORTLAND

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FORM MEMORANDUM FOR REPORTING GRADES

RECEIVED BY SPECIAL AGENTS AT

QUARTERLY TECHNICAL CONFERENCES

82429

gm
Some time ago your office submitted for approval a form which it was felt would be designed to record in a more satisfactory manner grades made by Special Agents in the course of field office quarterly technical conferences. This form has received a great deal of consideration at the Bureau in line with several other ideas which are being borne in mind with a view to improving on an over-all basis the technical training supplied our agents in the field.

At this particular time, however, the Bureau does not contemplate changing its present procedures with respect to technical training although it is expected that some changes will be made at a future date. Until these changes have been supplied the field, it is desired that existing instructions be followed and that your office refrain from utilizing the form as submitted.

NOTE: Approved Executives' Conference
10/16/45, those present being
Messrs. Tolson, E. A. Tamm, Glavin,
Tracy, Hendon, Coffey, Nichols,
Rosen and Morgan.

Communications Section
Oct. 18, 1945

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5CJ/dig

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66-2554-4159
FEDERAL BUREAU OF INVESTIGATION
OCT 25 1945
U. S. DEPARTMENT OF JUSTICE

56 NOV 30 1945

LBN:HBM

gmc

THE DIRECTOR

10/18/45

EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Tamm, Rosen, Morgan, Coffey, Hendon, Tracy and Nichols, considered Mr. Jones' suggestion that Identification and Apprehension Orders be furnished to all investigative employees as was the pre-war policy. Mr. Jones pointed out, in making his suggestion, that the suggestion had come in the course of a panel forum at the In-Service Class.

The Conference was unanimous in recommending that Identification and Apprehension Orders be furnished to all investigative employees in the future.

Respectfully,
For the Conference

Clyde Tolson

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 ci/deg

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

EX-65

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 OCT 26 1945

EPC:AF

THE DIRECTOR

10/23/45

THE EXECUTIVE CONFERENCE

W.C.W. Network

The Conference on October 16, 1945, consisting of Messrs. Glavin, Tracy, Hanson, Coffey, Nichols, Morgan, Rosen, E. A. Tamm, and Tolson, considered a suggestion from radio operator Raymond J. Stenger that inasmuch as most Bureau radio traffic is presently transmitted in numerical form and yet radio operators are expected to maintain proficiency in the handling of alphabet characters, the Bureau undertake to transmit over its radio network on a periodic basis tests using alphabet symbols. The Conference was advised by Mr. Coffey that such periodic tests over the radio network are not considered practicable or necessary principally for the reason that there is on the air at nearly all times a great deal of traffic in transmissions using alphabet symbols and therefore the radio operators could obtain sufficient practice by copying these transmissions when made at different speeds.

The Conference unanimously recommends, therefore, that in lieu of the original suggestion, a letter be sent to all Bureau radio operators advising them that they can obtain an adequate amount of practice in alphabet symbols and suggesting the various types of radio transmissions or communications systems which employ these alphabet symbols. This letter will also inform the operators that the Bureau considers it desirable to do such practice work with alphabet symbols as the individual operator needs to maintain proficiency.

A proposed form letter to the radio operators is attached.

Respectfully,
For the Conference

Glyde Tolson

cc-Mr. Clegg
Mr. Hendon

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5ci/dc q
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OCT 25 1945
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EX-68

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

316 23
OCT 28 1945

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EPM:FR

TO: COMMUNICATIONS SECTION

OCTOBER 9, 1945

URGENT

Transmit the following message to:

SAC, BUTTE

823013

POLICE DEPARTMENT

POLICE SCHOOL, CALGARY, ALBERTA, CANADA. REFERRING TO YOUR CALL OF OCTOBER
THREE THIS IS TO ADVISE THAT SHORTAGE OF MANPOWER PRECLUDES THE BUREAU'S
PARTICIPATING IN THE PROPOSED SCHOOL AT CARGARY.

HOOVER

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 EIC/deg

Operatives
Note: Approved Executives' Conference
Messrs, Tolson, Glavin, Tracy, E. A.
Tamm, Hendon, Nichols, Ladd, Long,
Rosen and Morgan going in attendance
10/9/45.

Communications Section
Oct. 9. 1945

RECORDED

66-2554-4762
FEDERAL BUREAU OF INVESTIGATION
OCT 16 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

140
OCT 16 1945

JSR:djb

SAC, NEW YORK

October 4, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

JOHN E. HAYES, PATROLMAN - NA CANDIDATE

Reference is made to your letter dated September 25, 1945, with which was enclosed the application submitted by Chief of Police Joseph Tillis of Peekskill, New York, nominating Patrolman John E. Hayes for attendance at the FBI National Academy.

This application will be given consideration for attendance at the January Session.

NOTE: Approved Executives' Conference
10/3/45 those present being Messrs.
Tolson, Hendon, Nichols, Glavin,
Tracy, Ladd, Long and Morgan.

Communications Section
Oct. 4, 1945

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5C/dg

RECORDED

EX-27

66-2551-4163
FEDERAL BUREAU OF INVESTIGATION
OCT 26 1945
U.S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-2551-4163

JSR:djb

October 4, 1945

Mr. Joseph Lillis
Chief of Police
Peekskill, New York

My dear Chief:

Mr. E. E. Conroy, Special Agent in Charge of the New York City Office of this Bureau, has forwarded to me the application submitted by you nominating Patrolman John E. Hayes of your department to attend the FBI National Academy.

I thought you would be interested to know that consideration is being given Mr. Hayes' attendance at the Session of the Academy which is scheduled to begin on January 7, 1946. I will advise you further at a later date regarding his attendance.

With best wishes and kindest regards,

Sincerely yours,

cc-New York City

NOTE: Approved Executives' Conference
10/3/45, those present being Messrs.
Tolson, Hendon, Nichols, Glavin,
Tracy, Ladd, Long and Morgan.

Communications Section
Oct. 4, 1945

323013
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HEREIN IS UNCLASSIFIED

DATE 9-15-92 BY SP5U/dig

RECORDED

106-2551-4464
FEDERAL BUREAU OF INVESTIGATION
OCT 23 1945
U S DEPT OF JUSTICE

5847 8 1945

10
ORIGINAL FILE IN

Office Memorandum • UNITED STATES GOVERNMENT

RWM:aes

TO : THE DIRECTOR

DATE: October 17, 1945

FROM : A. ROSEN

SUBJECT: WAR DEPARTMENT REQUESTS FOR LOCATION
OF ESCAPED GENERAL PRISONERS

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

At the inception of the Deserter Program, the Office of the Provost Marshal General, War Department, advised that the Judge Advocate General's Office had authorized the apprehension and return to military custody of all escaped general prisoners who had been escapees not more than twenty years. Accordingly, a list of such escapees was supplied to the Bureau by the Provost Marshal General's Office, together with a statement that the individuals on this list were believed guilty of desertion, and the Bureau's assistance was requested in locating and apprehending them. We immediately initiated fugitive investigations on each of these individuals.

On July 10, 1945, Major J. A. Dasche of the Provost Marshal General's Office telephonically advised the Fugitive Desk that the Judge Advocate General's authority, mentioned above, has been interpreted in the War Department to mean that on the twentieth anniversary of the subject's escape from military confinement, he is no longer wanted by the War Department. Major Dasche stated that on the basis of this interpretation, the request from the War Department for the Bureau's assistance should be considered withdrawn on the twentieth anniversary of a man's escape.

The cases then pending in the Bureau were reviewed and all cases in which the War Department request would be withdrawn during the calendar year 1945 were handled by directing a letter to the office of origin in each of such cases, advising that office of the War Department's interpretation and instructing that office to discontinue investigation on the twentieth anniversary of his escape.

Attached hereto is a Bureau Bulletin which will instruct the field generally concerning the War Department interpretation in these cases, and instructing them to discontinue investigation in all cases which will terminate in the year 1946, and thereafter, upon the twentieth anniversary of the man's escape.

Recommended Action - That the attached Bureau Bulletin be issued to the field.

ADDENDUM: Approved by Executive Conference on 10-18-45 with Messrs. Tolson, E. A. Tamm, Glavin, Mumford, Coffey, Nichols, Tracy, and Rosen in attendance.

Attachment

OCT 23 1945

EPM:ER

THE DIRECTOR

10/8/45

EXECUTIVES' CONFERENCE

SURPLUS TEAR GAS EQUIPMENT
CHEMICAL WARFARE DIVISION

Captain Zimmerman, Chemical Warfare Division, recently advised that they have a quantity of surplus property consisting of tear gas guns, so called "Billy Clubs" (which apparently operate on the plan of the old pen gas gun) and a quantity of bulk tear gas, which will be disposed of by the Chemical Warfare Division as surplus property, it being necessary for them to turn this material over to the Department of Commerce which would in turn advertise it as surplus property and sell it to the highest bidder. Captain Zimmerman expressed concern that the equipment would possibly find itself ultimately in the hands of lawless elements and wondered if we, as a Federal law enforcement agency, would be interested in either acquiring this material for disposal or for use in order to preclude its going through public sale. He pointed out that he felt they could "work out a deal" to give this material to us if necessary in order that we might use it, destroy it or perhaps give it to local law enforcement agencies.

With Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Coffey, Rosen and Morgan in attendance on October 15, the Executives' Conference observed that this property should not be turned over to the Department of Commerce for disposal to the highest bidder but should be disposed of under definite restrictions whereby only duly constituted law enforcement agencies or others authorized to employ same would be permitted to acquire the tear gas and equipment. The Conference unanimously recommended that Captain Zimmerman be so advised and a letter to this effect directed to the Department of Commerce.

The Conference deemed it unwise to take steps for acquisition of all of this equipment in view of the probable enormity of the quantities involved and the difficulties of disposal. If the Conference recommendation is approved, appropriate action will be taken.

Respectfully,
For the Conference

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
9-15-92 5131/dj

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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NOV 16 1945

RECORDED

EX - 45

Clyde Tolson

66-2554-9160

OCT 20 1945

Tamm

DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2554-9160

WRG:val

THE DIRECTOR

October 18, 1945

THE EXECUTIVE CONFERENCE

323, 08B

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/82 BY SP3 ev/uf

The Executive Conference of October 18, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Coffey, Mumford, Rosen and Glavin considered a communication received from the Special Agent in Charge at Atlanta concerning a contract garage there.

For the Director's information, at the beginning of the fiscal year the Atlanta Office determined that there was a possibility that the Ivy Street Garage, the contract garage that submitted the lowest bid, might change ownership during the year and close its garage facilities. Only one other garage bid at the time; and the storage price by the second garage, the Cone Street Garage, was considerably greater than that bid by the Ivy Street Garage. Under Government regulation it was necessary that the Ivy Street Garage bid be accepted even though the Special Agent in Charge recommended the acceptance of the higher bidder due to the fact that the Ivy Street Garage, the low bidder, might close during the year and the Cone Street Garage probably could not handle all of our cars later on in the year.

At the present time, information has been received from the Atlanta Office that the Ivy Street Garage has been sold, and that garage is cancelling its contract with the Bureau effective November 10, 1945. It will be necessary to secure other storage facilities in Atlanta. The Special Agent in Charge at Atlanta states that the Cone Street Garage will be able to store some of our automobiles but not all of them; and that there are no other garages available in downtown Atlanta in which to store our cars. The Agent in Charge points out that a local ordinance is being passed which will be effective in the next several weeks which will prohibit the parking of any automobile in the streets of downtown Atlanta at any time of the day or night; that open-air parking lots are very unsatisfactory due to thefts of the cars and from the cars. He further points out that it is possible in suburban Atlanta to secure garage facilities; and that in suburbs such as Hapeville and Decatur garage facilities could be secured.

He further pointed out that certain of the Agents of the Atlanta Division reside in these particular communities, and the Agent in Charge inquired as to whether the Bureau would object to the Agents picking up the cars on their way to the office in the morning from one of the outlining areas and returning them at the end of the business day.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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66-2-1673
ORIGINAL COPY FILED IN

The Conference carefully considered this entire matter, and the majority feels that the Special Agent in Charge should be given the authority to execute contracts in certain of the outlining areas of Atlanta where our cars can be properly stored and taken care of; and that it would be to the advantage of the Government for Agents living in those communities to bring the cars to the office with them at the time they report for duty and return the cars at night upon the completion of their work for the day.

Mr. Coffey is opposed to the adoption of this suggestion, he pointing out that we would be storing the cars for the convenience of the Agents; that the Agent in Charge should find garages other than in suburbs in which Agents reside so that the Agents could not utilize the automobiles for their own convenience in driving to and from the office from the contract garage.

It was pointed out by members of the majority of the Conference that we had such a situation in New York when we had cars stored at 42nd Street; that Agents would call at the garage in the morning and bring the cars to the office down at Foley Square, it being of assistance to the office to have the Agents do this. Glavin pointed out to the Conference that it would seem unreasonable if we must store the cars in the suburban areas, to pick the suburban areas in which no Agents reside since such an arrangement would not be to the advantage of the Government. For instance, if the same thing happened in Washington and we had certain Agents residing in Chevy Chase where cars could be properly stored, it would be to the advantage of the Government to store the cars in the garages there where Agents could bring them to the office rather than storing the cars in Hyattsville or Alexandria where no Agents reside and have the Agents in the Field Office go to those communities to get the cars at the beginning of the work day.

As aforementioned, the majority of the Conference recommends the adoption of the suggestion submitted by the Special Agent in Charge at Atlanta that automobile contracts be secured in suburban Atlanta; and that the Agent in Charge be advised it will be his responsibility to see that no Special Agent assigned to the Atlanta Division utilizes any of the cars so stored for his personal convenience.

Should the Director approve, the attached communication should go forward to the Special Agent in Charge at Atlanta.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

GWH:mgr

Mr. Ladd

October 10, 1945

C. H. Carson

Per Diem Payments

BACKGROUND:

At the present time, SIS employees are reimbursed for transportation costs in connection with the travel of their families on transfers. They are not allowed per diem for the members of their families.

DETAILS:

The State Department under the authority of an Act of May 14, 1940, (The Appropriation Act for the Departments of State, Commerce, and Justice for the fiscal year ending June 30, 1941) pays per diem to the members of employees' families when traveling on transfer. Members of the families eleven years of age and over are allowed the same rate of per diem as the employees while those under eleven years of age are allowed one-half the per diem, except in the case of steamship travel when persons eleven years of age or over receive \$3.00 per day and persons under eleven years of age receive \$1.20 per day. The Army and Navy do not allow per diem to the members of employees' families.

The costs of travel in Latin America have been increasing throughout the war years, and there is no indication that they will be reduced in the immediate future. At the present time, employees in a travel status in the majority of instances are unable to meet their traveling expenses from the per diem paid them when traveling alone and when traveling with their families undergo a heavy financial burden. It is believed that we should follow the State Department's policy in this regard in order to give our employees the same benefits enjoyed by State Department employees and to prevent the financial hardships presently being encountered. If SIS is discontinued, the financial burden on many employees who recently took their families to South America will be extraordinarily heavy, due to the expenses so recently encountered in the travel from the United States.

In the past, employees have been limited to a maximum of ten days' per diem while traveling by steamship. This prevented any large payments of unnecessary per diem but was not equitable for long and short trips by steamship. Travel by steamship has been no problem for several years; however, the various lines serving Latin America will undoubtedly resume operations in the near future. In fact, the Grace Line will probably resume operations shortly following January 1, 1946. It is believed that we should adopt the State Department's policy of allowing a lesser rate of per diem over the entire duration of a steamship voyage.

RECOMMENDATIONS:

It is recommended that, effective November 1, 1945, the Bureau allow per diem to the families of SIS employees traveling on transfer, members of the families eleven years of age and over being allowed per diem at the full rate and members of the families under eleven years of age being allowed per diem at one-half the full rate except in the case of steamship travel.

ATTACHMENT

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

66-3637-4167
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

It is recommended that SIS employees and members of their families over

MEMORANDUM FOR MR. LADD cont'd
Page 2

eleven years of age be allowed per diem while traveling on a steamship at the rate of \$3.00 per day and that members of the families under eleven years of age be allowed per diem at the rate of \$1.20 per day while traveling on a steamship, effective November 1, 1945.

There is attached a suggested memorandum for All FBI Legal Attaches advising them of these changes.

ATTACHMENT

10/12/45 - Approved by Exec. Conf.
consisting of Messrs. Tolson, Tamm, Glavin,
Rosen, Nichols, Tracy, Clegg, Hendon &
Ladd -

DML

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WPG:AB

THE DIRECTOR
THE EXECUTIVE CONFERENCE

OCTOBER 26, 1945

On October 25, 1945, the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Clegg Ladd and Glavin, considered the attached suggested bulletin to the field concerning the transportation of household goods of Special Agents on official transfer and recommended approval thereof.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9-15-92 BY SP5 C/tyf

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

OCTOBER 29, 1945

THE EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY
31ST SESSION

The Executives' Conference on October 29, 1945, Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Long, Tracy, Ladd and Morgan being in attendance, recommended the following departments to designate representatives to attend the 31st Session of the FBI National Academy in January 1946.

Camden, Arkansas, Police Department
Darlington, South Carolina, Police Department
Santa Cruz, California, Police Department
Orangeburg, South Carolina, Police Department
Marshall, Michigan, Sheriff's Department

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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206
FBI

66-2554-4169
OCT 31 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EPC:AF

THE DIRECTOR

10/12/45

THE EXECUTIVE CONFERENCE

The Executive Conference on October 11, 1945, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Morgan, Nichols, Rosen, and Tracy, was advised that throughout the war every six months Laboratory sound experts completely checked all of the telephone, teletype, and wire connections between headquarters at Washington and the Clinton radio station and between Clinton and the Waldorf station. This check was unusually comprehensive and included all appearances and a complete check of the open wiring and tracing the cables through the several telephone exchange offices.

The Conference recommends that in view of the termination of the war, this technical inspection be greatly reduced in scope so that it hereafter consists of an examination of the known appearances to ascertain that no spurious connections have been made; furthermore, that this inspection be conducted henceforth but once a year unless special reason exists for an extra inspection.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

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DATE 9-15-92 BY SP5 C/dg

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66-2554-4170
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INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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NOV 2 1945

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THE DIRECTOR

10/30/45

EXECUTIVES' CONFERENCE

POLICE SCHOOLS
LOUISVILLE TERRITORY

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DATE 9-15-92 BY SP-5 ci/deg

SAC McFarlin inquired on October 29 as to whether the Bureau would approve either one or both of the following schools:

1. The Chief Special Agent of the C & O Railroad for the State of Kentucky had written the Louisville office asking if the Bureau would conduct a school for 50 of the railroad Special Agents at Ashland, Kentucky. The Chief Special Agent had indicated that he has approximately 50 men covering the state and wanted them all to attend one of our schools. SAC McFarlin had pointed out that the railroad Special Agents in Kentucky have been particularly cooperative, have always attended our law enforcement conferences and he would recommend our approving the school.

2. The County Judge of Campbell County, Kentucky, had requested the Louisville office to conduct a school for members of the Campbell County Highway Patrol who will enter on duty January 1, 1946. As a result of a change in political control a new Chief of the County Highway Patrol and approximately 20 officers will take over the organization effective January 1. The Judge desired a school to be conducted by the Bureau for these 20 men prior to the time they actually enter on duty which, of course, would be some time between now and the first of the year.

When a possible school for Special Agents of the C & O Railroad was considered by the Executives' Conference on October 30, Mr. Tamm observed that he is opposed to our participating in a school for private concerns including railroads, pointing out that he feels we cannot distinguish between particular private business for which we would or would not conduct a school. He expressed the feeling that to train officers of private business organizations would subject us to criticism from certain groups, particularly labor organizations, alleging that we were training a private "gestapo." Messrs. Glavin and Nichols concurred in this view opposing our participating in the school.

Messrs. Hendon, Long, Ladd, Rosen and Tracy, while opposing our participating in the school on a general basis, felt that should a school be held by the railroad police we should offer an Agent to lecture on Theft from Interstate Shipment and an Agent in the field to explain our Laboratory facilities.

Mr. Morgan favored our providing assistance to the railroad police in conducting a general police school consistent with their needs, noting that by so doing we would implement our Theft from Interstate Shipment jurisdiction and build up needed contacts with the railroad police on a state-wide basis. He felt that our jurisdiction in Theft from Interstate Shipment cases provided justification for assisting in a school and that this jurisdiction sufficiently distinguished the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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the railroad police from police representatives of other corporations. He felt that should the Bureau participate in such a school the SAC should be instructed to invite local law enforcement officers to attend in addition to and along with the railroad Special Agents.

The Conference unanimously opposed conducting a police school for the Campbell County Highway Patrol prior to the time the officers actually enter on duty, this position being consistent with our policy to oppose pre-entry training for law enforcement officers. It was also noted that to conduct a school for the incoming officers of the Patrol while the outgoing officers were still on duty would be a most unsatisfactory situation.

If the majority opinion of the Conference is approved, there is attached a teletype to the Louisville office accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

EPC:AF

THE DIRECTOR

10/25/45

THE EXECUTIVE CONFERENCE

Ch. Network Honolulu

The Conference on October 25, 1945, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, and Tracy, considered the recommendation of Inspector Stein that the Bureau's radio station in Honolulu, now located in a house on the outskirts of the city, be moved into the Bureau field office. There would be a saving of \$91.00 a month on the house rent, which, however, would be offset to some extent by the need for renting additional space in the field office building. The greatest economy effected would be from the personnel standpoint inasmuch as the radio station staff could possibly be reduced by two, with the station in the office. Moving the station would require sending an engineer from Washington and would probably take him about one week's work out there.

The Conference unanimously recommended that the station not be moved now because the intelligence picture may change within the next several months to such an extent that it may be decided to discontinue the station altogether, in which event the moving expenses would be wasteful.

The Conference recommended that the question be deferred until January 1, 1946, and reconsidered at that time. If you concur, a letter to Honolulu has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

66-2557-4772
NOV 1 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EX-27

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THE DIRECTOR

EXECUTIVES' CONFERENCE

323,013 October 27, 1945
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DATE 9/15/83 BY SP5 C/dep

As a result of the inspection of our SIS liaison offices in Canada and Europe earlier this year, the Training and Inspection Division recommended that those offices be required to maintain the same administrative aids, such as assignment cards used in our domestic field offices and to submit monthly administrative reports. The recommendation was then approved and appropriate instructions sent to the liaison offices. Special Agent Gimperman in London has now pointed out that with the reduction of personnel there, the clerical employees provided him are not able to assume additional duties and he would accordingly have to have an additional clerk. He pointed out that a high percentage of his so-called cases consist of making contacts trying to identify information which would be of interest to the Bureau and trying to get information he has identified and that accordingly there is no necessity for submission of any memoranda for the file or other communications nor for the preparation of assignment cards except for the purpose of making up an administrative report. To do this would increase the stenographic work of his office by a considerable degree for no justifiable reason other than to permit the preparation of an administrative report.

Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Coffey and Mumford are in concurrence that the Bureau's desire for a monthly administrative report in the same form as that submitted by the domestic field does not justify a material increase in the clerical work of the liaison offices; that the Bureau's needs can be met by requiring the submission of an administrative report made up merely from an informal record maintained by each one of our Agents on foreign liaison assignment which would be similar to a daily report. It is not believed daily reports should be required nor that the maintenance of the record should be required in any form or fashion but only that instructions be issued to these men to keep for themselves such records for use in preparing an administrative report at the end of the month, after which they may be appropriately destroyed.

It is the unanimous opinion of the members of the Conference that the above suggested plan will satisfy the Bureau's needs without burdening the clerical or Agent personnel with unnecessary work. If you concur, there are attached for your approval the necessary communications to our offices in Ottawa, London, Paris, Lisbon, Madrid and Rome.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

OK, 140
Mr. Clegg

Mr. Hendon

NOV 7 1945

Respectfully,
For the Conference

INDEXED

Clyde A. Tolson

Edward A. Tamm

1945

TO:

<input checked="" type="checkbox"/> Mr. Cartwright	<input type="checkbox"/> Chief Clerk	
<input type="checkbox"/> Miss Clarke	<input type="checkbox"/> Miss Culbreth	(5230)
<input type="checkbox"/> Mr. Eames	<input type="checkbox"/> Mr. Blaylock	(3537)
<input type="checkbox"/> Miss Plath	<input type="checkbox"/> Mr. Brusch	(4744)
<input type="checkbox"/> Mr. Runaldue	<input type="checkbox"/> Mr. Donahue	(4742)
<input type="checkbox"/> Mr. Seyfarth	<input type="checkbox"/> Miss Eitel	(5246)
<input type="checkbox"/> Mr. Waikart	<input type="checkbox"/> Mr. Heinritz	(5640)
<input type="checkbox"/> Miss Wolfe	<input type="checkbox"/> Mrs. Jacobs	(4507)
<input type="checkbox"/> Classifying	<input type="checkbox"/> Mr. Jones	(4236)
<input type="checkbox"/> Consolidation	<input type="checkbox"/> Liaison Sec.	(1513)
<input type="checkbox"/> Deferred Recording	<input type="checkbox"/> Mail Room	(5535)
<input type="checkbox"/> Filing Unit	<input type="checkbox"/> Mr. May	(4740)
<input type="checkbox"/> Ident Records	<input type="checkbox"/> Miss Mills	(7619)
<input type="checkbox"/> General Index Unit	<input type="checkbox"/> Miss Morrison	(5523)
<input type="checkbox"/> Numbering	<input type="checkbox"/> Mr. Renneberger	(114-B)
<input type="checkbox"/> Personnel Records	<input type="checkbox"/> Mr. Rogers	(304-T)
<input type="checkbox"/> Recording	<input type="checkbox"/> Mr. Strickland	(1246)
<input type="checkbox"/> Service Unit	<input type="checkbox"/> Mr. Walker	(4639)
<input type="checkbox"/> Central Hold	<input type="checkbox"/> Identification Division	
<input type="checkbox"/> Stop Desk	<input type="checkbox"/> By Special Messenger	
<input type="checkbox"/> Please Handle	<input type="checkbox"/> Kill Stop	
<input type="checkbox"/> Note and Return	<input type="checkbox"/> Ignore Stop	
<input type="checkbox"/> See Me	<input type="checkbox"/> Place Stop	
<input type="checkbox"/> Call Me	<input type="checkbox"/> Change Stop	

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THIS IS UNCLASSIFIED Miss
9/15/92 BY SP5 [signature] Mrs.

After Recording Send to

Room

Ext. Conf. [signature]

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ROUTING UNIT

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THE DIRECTOR

10/31/45

EXECUTIVES' CONFERENCE

~~INSPECTORS' MANUAL~~

The Inspectors' Manual on pages 25 and 26 makes provision for a tabulation concerning the pending work of field offices; a distinction being made between general investigative and security cases.

Inasmuch as the distinction between general investigative and security cases is no longer utilized for administrative purposes, the Executives' Conference on October 30, with Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Long, Tracy, Ladd, Rosen and Morgan in attendance, recommended that pages 25 and 26 of the Inspectors' Manual be changed in such manner as to make no distinction between general and security cases.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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DATE 9-18-92 BY SP5C/dig

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EX-21

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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KPM:ER

THE DIRECTOR

10/30/45

EXECUTIVES' CONFERENCE

DATING OF MEMORANDA

At the present time there are no clear-cut instructions in either the Stenographer's Manual or the Manual for Supervisors as to the date which should appear on memoranda prepared at the Seat of Government. In order to establish uniformity the Executives' Conference on October 30, 1945, with Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Long, Tracy, Ladd, Rosen and Morgan in attendance, unanimously recommended incorporation of the following instructions in both of these manuals:

"Memoranda are to be dictated promptly and should be dated as of the date of typing. It is the responsibility of the individual dictating to indicate initially in a memorandum any pertinent data relative to the date of interviews, telephone calls, conferences and similar matters where such date may differ from the actual date of typing."

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 C/def

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

10/31/45

EXECUTIVES' CONFERENCE

ASSIGNMENT CARDS

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DATE 9-15-92 BY SP-5/ajg

Section 6-H (4) of the Clerical Manual presently makes provision for indicating on the duplicate assignment card the name of the city in which the major portion of an investigation is to be conducted but this information is not to be included on the original assignment card. The Chief Clerk of the Omaha office has suggested that our instructions be changed in such manner as to permit placing on both the original and duplicate assignment cards the name of the city where the major portion of the investigation is to be conducted, pointing out that this procedure would:

1. Save clerical time in typing inasmuch as there would be no necessity for removing the original assignment card for the purpose of typing the name of the city on the duplicate card, and

2. When an unassigned case is routed to the Chief Clerk for assignment to a particular agent, were the city in which the major portion of the investigation is to be made reflected on the original assignment card, it would be possible for the Chief Clerk to locate immediately the duplicate assignment card, which must be sent to the agent, by reference to that section of the roadwork box set apart for the particular city indicated as the point where the major portion of the investigation is to be conducted. (Under the present system with no indication on the original assignment card as to the city where the major portion of the investigation is to be conducted it is necessary for the Chief Clerk to refer to the file or check through the roadwork box in order to locate the duplicate assignment card.)

The advisability of making the suggested change was submitted to SACs Brantley, Conroy, Soucy, Hood, Scheidt and Guerin for their opinions.

Mr. Brantley thought the suggestion had little or no administrative value observing that the only benefit would be that of saving time in the typing of assignment cards.

Mr. Conroy acknowledged the time saving feature but was of the belief that it would necessitate much periodic checking to assure that the original assignment card reflects correctly the city where the major investigation is to take place.

Messrs. Soucy, Hood, Scheidt and Guerin favored adoption of the suggestion inasmuch as it would save time, would assist in determining the situs of a given investigation from an examination of the original assignment card and would be particularly helpful in an office having a large amount of roadwork.

The Executives' Conference considered this matter on October 30 with Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Long, Tracy, Ladd, Rosen and Morgan in attendance and unanimously recommended that the suggestion, as made, be adopted feeling

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Hendon

Clegg

NOV 6 1945

that there is a definite time saving feature involved and that beyond question having indicated on the original assignment card the point where the major portion of the investigation is to be conducted facilitates location of the duplicate assignment card in the roadwork box at the time of assigning cases. The Conference further felt that our instructions should point out that there is no necessity to indicate a change on the original assignment card in those instances where the city covering the major portion of the investigation may change during the course of the investigation itself.

If approved, appropriate manual changes will be made. Attached hereto is a letter to Miss Ruth L. Weeks, Chief Clerk of the Omaha office, expressing appreciation for her suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

OK
JL

WRG:val

THE DIRECTOR

October 30, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference of October 30, 1945, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Tracy, Long, Morgan, Hendon, Nichols and Glavin considered the continuing of In-Service Training during the month of December.

The Conference was advised by Glavin that last year one class was held during the month of December so that there would be no Agents in In-Service School over the holiday period. It was recommended to the Conference that the last In-Service School for the present calendar year be convened on December 3, 1945, being completed December 14, 1945; and that the next school convene on January 7, 1946 - the first Monday of January of the new year.

Should the Director approve, the In-Service Schools will be set up as recommended.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ok. but be certain

the commissary at
Quantic Research

is advised sufficiently
cc - Mr. Clegg in advance -
Mr. Hendon

H.

RECORDED & INDEXED

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ALL INFORMATION CONTAINED
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DATE 9-15-92 BY SP5C/dg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

62
70 NOV 6 1945

WEG:val

THE DIRECTOR

October 30, 1945

THE EXECUTIVE CONFERENCE

323,013
ALL INFORMATION CONTAINED
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DATE 9-15-92 BY SP-5 CJD/deg

The Executive Conference of October 26, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Clegg, Ladd, McGuire, Hendon, Rosen and Glavin again considered a suggestion which had been previously submitted by Special Agent E. Bruce Ryder while attending In-Service School to the effect that it might be well for the Bureau to permit certain Field Offices that were engaged in a good deal of surveillance work to maintain one of the older automobiles in good mechanical condition, but in not too good a condition on the exterior.

As a reason for this suggestion, Agent Ryder stated that some surveillances were conducted in very poor neighborhoods and a shiny automobile or a new automobile always attracted more attention; that this would be no expense to the Bureau because cars always got a certain number of dents and lost hubcaps and instead of trying to repair an old car in this respect, it should be left in that condition.

In accordance with the instructions of the Executive Conference, this matter was submitted to the following Field officials:

SAC Brantley
SAC McKee
SAC Guerin
Assistant Director
E. J. Connelley

Inspector Gurnea
SAC Scheidt
SAC Connelley
SAC Hood

RECORDED
&
INDEXED
66-2554-6178
181

Messrs. McKee, Connelley, Gurnea and Hood recommended that the Bureau favorably consider the suggestion. McKee states that it might be difficult to locate a car in such a condition in a case of emergency. Connelley stated that in the large offices, such as New York and Chicago and offices of similar size, such cars should be available; and that certain of the cars should be kept in this condition. Gurnea stated that such action would be justified in the larger offices, and he recommended that the suggestion be called to the attention of the Field, permitting each Special Agent in Charge to use his own discretion. SAC Hood states that there have been cases where Agents have had to borrow other automobiles for surveillances of this type.

SAC Brantley states that without endeavoring to be facetious he feels that there are cars in this condition in each of the Field

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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NOV 6 1945

MEMORANDUM FOR THE DIRECTOR

- 2 -

Offices at the present time, and these cars could be used without having special attention paid to the cars with the disreputable appearance.

SAC Guerin of the Detroit Division stated that he is opposed to the adoption of the suggestion, stating that if a car is needed in that condition the hubcaps could be removed and the car could be dirtied without difficulty. SAC Scheidt of the Charlotte Division stated that the proposal would have a limited usefulness in Charlotte, and he is opposed to the adoption of the suggestion. SAC Conroy at New York is opposed to the adoption of the suggestion, stating that any automobile could be soiled for such use and in an emergency, if necessary, an Agent's car could be used.

The Conference is unanimously opposed to the adoption of the suggestion, it feeling that every possible care should be taken of the Bureau's automotive equipment; that if it is necessary to have a car which is dusty, dirty and without hubcaps, a car could be secured for such an assignment, without loss of time, from either the cars assigned to the Office or possibly a personally-owned car.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Glegg
Mr. Hendon

DL:CSH

THE DIRECTOR

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

Executives Conference

November 1, 1945

Reply to letter from Walter White,
re Norman Manley dinner

The Executives Conference, on November 1, 1945, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Hendon, Coffey, Nichols, Rosen and Ladd, considered the facts relative to the microphone installation at the Manley dinner in New York, and the letter received from Walter White of the National Association for the Advancement of Colored People. The Conference was advised that it was desired to secure views and ideas with reference to the manner in which the letter from Mr. White should be acknowledged. (X)

Several suggestions were made, the first being that the following reply be made to this letter:

"I have received your letter of October 24th, advising of information reaching you alleging that either Special Agents of the Federal Bureau of Investigation or representatives of [redacted] made a surreptitious recording of the proceedings at a dinner given at the McAlpin Hotel on October 19th. I am most concerned about this situation and am instructing my Special Agent in Charge in New York City, Mr. E. L. Conroy, to personally contact you immediately for the purpose of initiating an appropriate inquiry to determine, first, whether such an installation was made and, secondly, the identity of the agency or persons making the installation. (X) b7D

"I am most appreciative of your courtesy in making this information available to me." (X)

Secondly, the Conference considered Mr. Conroy's suggestion that prior to answering White's letter an interview be had with the house detectives at the McAlpin Hotel to determine whether they have been questioned by anyone about the situation, and in the event it is found they have not White's letter be acknowledged by denying the Bureau had anything whatsoever to do with the situation and indicating in the reply that [redacted] is not supposed to conduct any investigations in the United States. (X) b7D

Third, it was suggested that no letter be prepared, but that instead thereof Mr. Conroy be instructed to immediately telephonically contact Mr. White, advise him he has been informed by the Director of the receipt of his letter, and that the Director has instructed that he, Conroy, personally contact Mr. White for the purpose of determining what facts are available in order that an appropriate inquiry may be made relative to such an installation, inasmuch as the files of the Bureau do not reflect any such situation. (X) b7D

After consideration, the Conference was unanimously in favor of the latter recommendation, i.e., having Conroy acknowledge the letter through a personal interview. (X)

Respectfully,
For the Conference,

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Nease
Mr. Nease

cc Mr. Clegg
cc Mr. Hendon

Clyde Tolson

Edward A. Tamm

CLASSIFIED BY: SP-5C/HK
DECLASSIFY ON: OADR

~~CONFIDENTIAL~~

WRG:val

THE DIRECTOR

October 30, 1945

THE EXECUTIVE CONFERENCE

met

The Executive Conference of October 25, 1945, consisting of Messrs. E. A. Tamm, Hendon, Tracy, Long, Morgan, Ladd and Glavin considered the desirability of having the so-called world's champion typist of the Underwood Typewriter Company put on a demonstration for FBI employees.

It is understood that this individual, George Hosfield, is to put on a demonstration for the Department of Justice employees. A motion picture is shown for approximately 20 minutes on the Underwood Typewriter, and then there is a 30 minute demonstration by Hosfield.

The Conference, with the exception of Mr. Long, does not feel that any particular benefit would accrue to the typist and stenographic employees of the Bureau by having the demonstration as aforementioned, they recalling that such demonstrations have been held in the past; that they are interesting but not much benefit and value is secured by the employees who witness the exhibition.

Respectfully submitted,
FOR THE CONFERENCE

CK
Clyde Tolson

EAT
E. A. Tamm

RECORDED
&
INDEXED

cc - Mr. Clegg
Mr. Hendon

val

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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THE DIRECTOR

October 18, 1945

EXECUTIVES CONFERENCE

83127

The Executives Conference, consisting of Messrs. Tolson, Tamm, Rosen, Morgan, Coffey, Hendon, Tracy, and Nichols, re-examined the policy which has long been followed in the Communications Section, of sending out wires after the Reading Room and the Director's office have closed.

For the Director's information, since the outbreak of war messages arriving in the teletype unit after the Director's office and the Reading Room closed are transmitted if they have been initialled by an Assistant Director unless the message has to do with 1 - resignation of Bureau employees, 2 - dismissal of Bureau employees, 3 - offers of appointment, 4 - Selective Service matters regarding Bureau employees, 5 - transfers of Bureau employees.

The Conference was unanimous in recommending that the following procedure be adopted: Telegrams or teletypes bearing the initials of either Mr. E. A. Tamm or Mr. Tolson will be sent out after the Reading Room and the Director's office are closed providing they do not have to do with 1 - resignation of Bureau employees, 2 - dismissal of Bureau employees, 3 - offers of appointment, or 4 - transfer of Bureau employees. In any event, any teletype covered by a memorandum directed to the Director or any teletype bearing a routing slip checked to the Director by an Assistant Director or an Assistant to the Director will not be sent out after the Director's office has closed or the Reading Room has closed. It will be the responsibility of the appropriate Bureau officials to see to it that communications are properly approved if they are sent through near the end of the day when there is a likelihood that they might not get to either the Reading Room or the Director's office prior to their being closed.

If the Director approves this change in procedure, an appropriate memorandum to the Bureau officials is attached.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323013
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DATE 9-15-92 BY SP5C/dag

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66-25546/187
FEDERAL BUREAU OF INVESTIGATION

NOV 6 1945

U. S. DEPARTMENT OF JUSTICE

E. A. Tamm

INITIALS ON ORIGINAL - 13

cc - Mr. Clegg

Mr. Hendon

DML:CSM

THE DIRECTOR

Executives Conference

November 2, 1945

Bureau policy when Agents are offered bribes

At a meeting of the Executives Conference today, attended by Messrs. Tolson, Tamm, Rosen, Tracy, Hendon, Coffey, Nichols, Clegg and Ladd, attention was called to the fact that the Bureau Handbook, Part 3, Page 22, relative to ~~X~~ bribery, states as follows: "Whenever a Bureau Agent is offered a bribe, or bribery is hinted, he must immediately report same to his SAC."

The Conference was advised that Special Agent Batts has observed, in recent inservice classes, that Agents have been asking what action should be taken if they are offered bribes and a decision must be made immediately, with no opportunity to arrange a pay-off later.

It was suggested to the Conference that this section of the Handbook be revised to specifically set forth that under no circumstances should bribes be accepted by Agents of the Bureau without prior approval of their SACs.

The Conference was unanimously in favor of this recommendation, and there is attached hereto a proposed manual change.

Respectfully,
For the Conference,

Clyde Tolson
Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

RECORDED
&
INDEXED - 6

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13 11

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DATE 9-15-92 BY SP-SCI/deg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 14 1945

November 2, 1945

PROPOSED MANUAL CHANGE

Bureau Handbook
Part 3, Chapter 10, BRIBERY
Bureau Policies, paragraph 3

Manual of Instructions
17B-F, Bureau Policies, page 7, last paragraph

OMIT:

"Whenever a Bureau Agent is offered a bribe or bribery is hinted, he must immediately report same to his SAC."

SUPPLANT WITH:

"A bribe should not be accepted by a Special Agent of the Bureau under any circumstances without prior approval of his SAC. If a Bureau Agent is offered a bribe and a decision must be made immediately, with no opportunity to arrange a payoff later, it should be refused. Also if bribery is hinted, the Agent must immediately report same to his SAC."

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E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

PAP:DTJ

TO: THE DIRECTOR

DATE: October 30, 1945

FROM: A. ROSEN

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9-15-92 BY SP5/deg

SUBJECT: CHANGE IN MANUAL OF INSTRUCTIONS AND
FBI HANDBOOK
FEDERAL EXPLOSIVES ACT

By memorandum dated August 20, 1945, inquiry was made of the Department as to whether the above act was presently operative in view of the end of hostilities of World War II. Section 124 of Title 50, referring to this act, reflects that the regulations thereunder are operative only upon a declaration of war or of the existence of a state of war by the Congress or upon the issuance by the President of a proclamation declaring that there exists a state of war or a national emergency requiring the application of the provisions of Section 121-142 of this title and shall remain operative until the termination of the war or until such proclamation is revoked by the President.

In answer to this inquiry the Department, by memorandum dated September 6, 1945, advised that this act was still in effect and would remain so until the date of the official termination of the war, at that time referring to President Truman's address to the nation in which he stated "it is not yet the day for the formal proclamation of the end of the war nor the cessation of hostilities."

In view of the above, investigations of violations of this act are still being handled by the Bureau. However, by letter dated September 25, 1945, Mr. R. R. Sayers, Director, Bureau of Mines, Department of the Interior, advised that due to reduction in appropriation it had been necessary to close the Explosives Control Division of their bureau and that henceforth it would be "unnecessary for the field personnel" of this Bureau to furnish the Bureau of Mines with reports of investigations involving thefts of explosives.

It has been the policy of the Bureau division offices to advise field representatives of the Bureau of Mines upon the receipt of a complaint alleging violation of the Federal Explosives Act. No reports have been furnished to field representatives of the Bureau of Mines; however, reports have been made available to the Bureau of Mines at the Seat of Government. In an effort to clarify Mr. Sayers' request, contained in his letter, he was contacted and advised he desired that the Bureau of Mines at Washington, D. C., continue to receive copies of investigative reports; however, that it would be unnecessary for the division offices to contact the field representatives of their bureau.

RECOMMENDATION

1) There is attached hereto, subject to your approval, a proposed Bureau Bulletin setting forth advise that it will not be necessary for Bureau division offices to advise the local field representatives of the Bureau of Mines of complaints received concerning this act.

2) It is recommended that the last sentence in paragraph 3, captioned "Bureau Policy" under Part III, Chapter 24, Federal Explosives Act be eliminated from the FBI Handbook. This sentence reads, "The field office should immediately

66-2554-4183
FEDERAL BUREAU OF INVESTIGATION
NOV 1 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2554-4183

Memorandum for THE DIRECTOR

inform the nearest representative of the Bureau of Mines of the details of the alleged violation when the initial complaint is received from some source other than the Bureau of Mines."

3) It is recommended that the last sentence in paragraph 2, captioned "Bureau Policy," Section 39P, Federal Explosives Act, of the Manual of Instructions be eliminated. This sentence reads, "In accordance with previous policy in such cases, the Bureau field office should immediately inform the nearest representative of the Bureau of Mines of the details of the alleged violation when the initial complaint is received from some source other than the Bureau of Mines."

Attachments

ADDENDUM: On October 31, 1945, the Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Nichols, Ladd, Tracy, Clegg and Rosen, in attendance approved the above recommendations.

DIRECTOR'S NOTATION: "OK. H."

10/31/45

THE DIRECTOR

10/31/45

The Executive Conference

SPECIAL SERVICE AWARD - AMERICAN LEGION CONTACTS
HONOLULU DIVISION

The Executive Conference today with Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Nichols, Ladd, Tracy, Clegg and Rosen, in attendance considered the list submitted by the Honolulu office of American Legion Posts in the event awards are to be granted to those Posts.

The Conference did not deem it advisable to grant awards to any of the Posts located in Hawaii inasmuch as this territory was under martial law and was later a military area. Little contact was maintained with representatives of these Posts other than periodic contacts with newly elected Post Commanders. The Honolulu office points out that no one Post is more deserving of a certificate than any other since there has been nothing to indicate any of the Posts are uncooperative. At the same time there have been no outstanding instances of cooperation such as might justify a meritorious award.

Former SAC Stein states that during his tenure of office the American Legion Posts were not solicited for any assistance, not even on Selective Service cases.

In view of the situation in Honolulu and since it is noted there are a number of personnel of the Posts who cannot be reconsidered in view of the fact that many of the members would be of Japanese descent, it was thought undesirable to grant any American Legion Post in Hawaii a service award.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

166-2554-4688ef

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cc Mr. Hendon
Clegg
Mr. Tolson
Mr. E. A. Tamm
Mr. Glavin
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-51

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NOV 8 1945

DML:CSH

THE DIRECTOR

Executives Conference

November 2, 1945

ST. 7. 11. 45
Request for installation of radio at
Managua, Nicaragua

At a meeting of the Executives Conference, on November 2, 1945, attended by Messrs. Tolson, Tamm, Rosen, Tracy, Hendon, Coffey, Nichols, Clegg and Ladd, attention was called to a request from Ambassador Fletcher Warren, at Managua, Nicaragua, for the installation of a Bureau radio in the Embassy at that point. The Conference was also advised that the State Department has made the same request of the Bureau, pointing out that the primary elections have just been held in Nicaragua and between the primaries and the final election there is a possibility of a revolution, in view of which the State Department is very desirous of having this means of communication available should a revolution occur and no other communication facilities be available.

The Conference was advised that the radio equipment was sent to Nicaragua a number of months ago and is presently available there, but has never been installed because previous Ambassadors would not authorize such installation. The Conference was also advised that the Bureau might be embarrassed, in the event communication facilities were taken over during a revolution, and the Bureau was not able to communicate with its office, particularly in view of the specific request for such installation from the State Department. The Conference was further advised that recently, in the revolution in Venezuela, we were in a better position, when asked with reference to the radio, in that we were able to advise that we had attempted to install radio equipment in Venezuela but the Ambassador had refused our request.

Messrs. Tolson, Tamm, Rosen, Tracy, Hendon, Coffey, Nichols and Clegg were of the opinion that a letter should be directed to the State Department, advising that inasmuch as the funds for SIS operations expire on December 31st, and there is no indication that the Bureau will continue in the SIS field after that date, it is not believed desirable ~~for the Bureau to install this equipment at this time, pending some clarification as to whether the Bureau will continue or withdraw at the end of December.~~ *INDEXED*

EX-51 194 166-2054-4185
Mr. Ladd was of the opinion that, to avoid any possible criticism, in view of the specific request from the State Department and in view of the fact that the radio equipment is already in the Embassy in Nicaragua, ~~pending~~ awaiting installation, a Laboratory technician should be dispatched to Nicaragua to install this equipment.

Respectfully,
For the Conference,

I Concur
H. Clyde Tolson

Ent
Edward A. Tamm

Tolson
Mr. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Hendon
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. E. A. Tamm
Mr. Clegg
Mr. Hendon
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. E. A. Tamm
Mr. Clegg
Mr. Hendon
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. E. A. Tamm

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DATE *9-15-92* BY *SP5 C/peg*

AR:MP

THE DIRECTOR

11-1-45

Executive Conference

AMERICAN LEGION CONTACT PROGRAM

CIVIC ORGANIZATIONS

The Executive Conference on November 1, 1945, attended by Messrs. Tolson, Glavin, Tracy, Coffey, Hendon, Nichols, Clegg, Ladd and Rosen, unanimously approved the attached Bureau Bulletin, discontinuing the American Legion Program. It was pointed out that during the national emergency in order to develop sources of information on matters pertinent to the war effort and the internal security of the country, the Bureau developed the American Legion Contact Program. In view of the cessation of hostilities, the program can be discontinued.

Newly elected Post Commanders were contacted during the program and the names of several Legionnaires recommended by the Post Commander would be listed as contacts in view of their reliability and knowledge of general conditions in the communities in which they resided. At the present time there are over 12,000 American Legion Posts located throughout the country. This number is growing day by day. The continuance of this program cannot be justified in peace time. New Commanders are elected each year and this means that contacts are made with over 12,000 individuals personally by Agents of the Bureau.

There is attached for approval a Bureau Bulletin discontinuing the program.

The Conference also considered various civic organizations utilized during the war in connection with the development of sources of information. Many of the offices are still carrying pending cases dealing with these contacts and the Conference recommends unanimously that all cases on these contacts be placed in a closed status. They of course should be kept in mind as sources of information and informants if justified.

INDEXED

Incorporated in the above mentioned Bulletin as a list of the various organizations covered heretofore in Bureau instructions.

EX-51

Respectfully,
FOR THE CONFERENCE

Cilda Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 NOV 14 1945

cc - Mr. Clegg
Mr. Hendon

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DATE 9-15-92 BY SP-5 c/dg

AR:MP

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~ PLANT INFORMANTS

The Executive Conference on November 1, 1945, attended by Messrs. Tolson, Glavin, Tracy, Coffey, Hendon, Nichols, Clegg, Ladd and Rosen, unanimously approved the recommendation that the Bureau's project of developing Plant Informants be discontinued. Instructions for the Field concerning this matter are set out in the attached Bureau Bulletin, which was also approved.

It is noted any Confidential Plant Informants who are presently valuable to the Bureau from an informational standpoint will be appropriately indexed in the Confidential Informant, Sources of Information or Contact indices.

Respectfully,
FOR THE CONFERENCE

W. A. Rorer

E. A. Tamm

Attachment

cc-Mr. Clegg
Mr. Hendon

323,013
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HEREIN IS UNCLASSIFIED

DATE 9-15-92 BY SP5C/2-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 8 - 1945

THE DIRECTOR

Executives Conference

November 5, 1945

~~Offer to turn over to Bureau~~
~~European files of CIC, War Department~~

The Executives Conference on November 5, 1945, attended by Messrs. Tolson, Glavin, Tamm, Tracy, Hendon, Nichols, Coffey, Rosen and Ladd, was advised that information had been received from Colonel Roamer, Director of Intelligence, Army Service Forces, to the effect that all the European files of CIC of the War Department are now en route to this country. These files weigh approximately one ton and are being shipped to Camp Holabird, Maryland. The Conference was advised that Colonel Roamer had stated the Army was puzzled as to what disposition to make of these records, and Colonel Roamer was desirous of determining whether the FBI would be interested in having these files turned over to it.

It was pointed out to the Conference that these files would probably be in very poor shape; that if they are taken to Camp Holabird, Maryland we will be able to obtain, through liaison at that point, any information of interest to the Bureau.

The Conference was unanimously opposed to accepting these War Department files. In the event you approve, Colonel Roamer will be so advised.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

RECORDED
&
INDEXED
115

EX-101

66-2534-4188

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9-15-92 BY SP5 CJD/af

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THE DIRECTOR
U. S.

11/2/45

THE EXECUTIVE CONFERENCE

The Executive Conference on November 2, 1945, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Hendon, Ladd, Nichols, Rosen, and Tracy, was advised that the War Production Board has a card index file which contains a record of all small arms, consisting of pistols, revolvers, rifles, and shotguns sold during the war to various police departments, war plants, etc. It was indicated that it might be possible to obtain this card index record from the War Production Board which would otherwise probably destroy it.

The Conference was unanimously of the opinion that this card index record would serve no purpose and recommends against endeavoring to obtain it.

Respectfully,
For the Conference

OK
H.
Clyde Tolson

GO
E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

323,013

9-15-92 SP5C/deg

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EX - 51

66-2554-4189

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOV 8 1945

REC:AF

THE DIRECTOR
0
THE EXECUTIVE CONFERENCE

11/2/45

The Conference on November 2, 1945, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Hendon, Ladd, Nichols, Rosen, and Tracy, was advised that the SAC at Richmond had recommended the conversion of the present A. M. radio receivers in 16 cars in the Richmond District to F. M. high frequency receivers. He points out that this is necessary because the Virginia State Police are putting in a new radio system January 1, 1946, which will be on the higher frequencies and thus our present low frequency radio receivers in that state will become useless.

The Conference was advised that the total cost for the 16 cars would be \$3200.

The Conference unanimously recommended that the proposed conversion be made.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

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9-15-92 SP-Sci/dcg

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EX-51

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 NOV 14 1945

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: THE DIRECTOR

FROM: The Executives Conference

SUBJECT:

DATE: 10-18-45

The Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Coffey, E. A. Tamm, Tracy, Glavin and Nichols considered the memorandum outlining the jurisdiction of the Bureau, which was prepared for transmittal to Mr. Jerry Devine.

Messrs. Nichols and Coffey recommended that a copy be forwarded to all Agents in Charge to be used in connection with lectures before police training schools and speaking engagements as a ready reference.

Messrs. Tolson, Tamm, Mumford, Rosen, Tracy and Glavin recommended that while the dissemination of the memorandum was desirable, nevertheless we were confronted by the practical problem that we are extremely hard pressed for help and that the extra time taken for the mimeographing and distribution of this would not justify its preparation, bearing in mind that the contents of the attached memorandum are set forth in the Bureau's manuals.

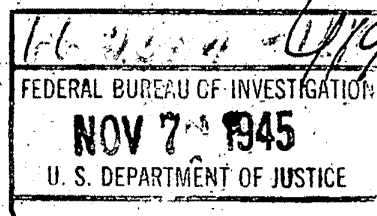
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

DIRECTOR'S NOTATION: "O. K. I would like to have a copy for my desk. H."

328,013
INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-93 BY SP-5 C. J. [signature]



71
50 NOV 19 1945

INITIALS ON ORIGINAL 12

ORIGINAL COPY FILED IN 74-55000-12

should you need additional assistance in lining up these schools, I will be glad to make a Bureau official available.

2. Should officials of the University of Wisconsin request Bureau instructors for specific police subjects in a particular school which they may be conducting, it will be satisfactory to accede to their request, the Bureau to be immediately advised that the request has been made. In those instances however where the officers to attend may be required to pay a tuition fee beyond a nominal amount for registration or similar purposes, the Bureau does not desire to participate. In discussions with University officials, it should be pointed out that the Bureau feels it is in a position to meet the needs for training of any department but that it certainly does not desire to discourage any legitimate training program for police by others. It should, of course, be made clear that the Bureau contemplates continuing to respond to requests for training by any particular department or groups of departments, as we have in the past.

You should carefully determine that our over-all training program is not being linked too closely with schools such as that conducted by Thomas Lee of the Madison Police Department, where obviously unfavorable results have been realized. Our police training program is much too important for this and in every instance where graduates of the FBI National Academy are conducting schools, a personal effort should be made by us to assist in making the curriculum and program of the schools interesting, but at the same time we do not desire having any particular school identified as comprehending the scope of the Bureau's activity in police training. In this regard such unfavorable comments as appeared in the CAPITAL TIMES newspaper at Madison with respect to the monotony attending the Madison school can be avoided by the development of interesting advanced in-service courses and a progressively advanced training program in a department where such program is being conducted on a sustained basis over a considerable period of time.

I am instructing Assistant Director H. H. Clegg to plan to be in attendance at the annual convention of the Wisconsin Chiefs of Police Association to assist in outlining more fully the Bureau's police training program. Assistant Director E. F. Coffey has already been designated to address the convention and you should be alert for an opportunity for Mr. Clegg similarly to appear on the program. I desire to be advised just as soon as possible concerning any arrangements effected by you in this regard.

I cannot impress upon you too strongly the absolute necessity for alertness and vigorous action on your part in controlling the police training situation in the State of Wisconsin. This is your responsibility and the Bureau will be glad to assist you in every reasonable manner toward clearing up what now appears to be a very unsatisfactory situation.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

EPM:BG

September 10, 1945

PERSONAL ATTENTION

Mr. H. K. Johnson
Federal Bureau of Investigation
735 U.S.P.O., Customs and Court
House Building
Milwaukee 2, Wisconsin

323 013
RECEIVED
9-15-45
RE: POLICE TRAINING
MILWAUKEE FIELD DIVISION

Dear Mr. Johnson:

Reference is made to your letters of August 29 and September 4, 1945, relating to plans and proposals for police training schools to be conducted by the Extension Division of the University of Wisconsin, particularly in Madison and Racine. In considering the observations made by you the conclusion is inescapable that you have not been sufficiently vigorous in maintaining our leadership in the police training field or situations of this type would not arise. Through close liaison with all departments to ascertain and satisfy their every need for police training, the possibility of intrusion of the field by the University of Wisconsin or others would have been avoided for, in the last analysis, protection of our police training prerogatives is most fully realized by a complete demonstration of the Bureau's capacity to meet such needs for training as may exist. I am not at all convinced that the present situation with which we are now faced in Wisconsin could not have been averted by a more energetic, personal effort on your part as well as on the part of other agents of the Milwaukee office.

Two principles are paramount; that is, the Bureau does not intend to relinquish its police training prerogatives or be compromised by trying itself to any particular group seeking at this late date to enter the field and, at the same time, it does not desire to be cast in the unfavorable position of discouraging training for police by any group where the nature and purposes of such group are legitimate. Bearing these considerations in mind, the present Wisconsin situation requires certain immediate action:

1. You have advised of plans by the Training Committee of the Wisconsin FBI National Academy Associates and the Training Committee of the Wisconsin Chiefs of Police Association to submit to the October convention of the Chiefs' Association, for approval, a proposal for a series of some schools in the State. Instead of waiting until the convention, it is desired that you immediately, through friendly FBI National Academy graduates and contacts with the Chiefs' Association, completely line up the some schools, indicating the places for holding the schools, the departments to attend, curriculum and instructors. In other words, the some schools should become an accomplished fact prior to the convention in so far as the complete groundwork is concerned. In this way, the convention will be in the position of endorsing a program already materialized rather than indicating approval of a plan contemplating action in the future. The Bureau should be currently advised concerning the progress being made in this regard and

Approved by Exec. Conf. 9/10/45, Messrs.
Tolson, E.A. Tamm, Glavin, Coffey, Nichols,
Ladd, Rosen & Morgan being present.

Tolson
E. A. Tamm
Glavin
Coffey
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Tele. Rm.
Mr. Gandy

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Continuation Conference

21

RECORDED

66-2354-419
FEDERAL BUREAU OF INVESTIGATION
NOV 7 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

[Signature]
50 NOV 29 1945

ORIGINAL COPY FILED IN

net
HHC:PJ

THE DIRECTOR

EXECUTIVES CONFERENCE

10/16/45

Rewritten 11/5/45 323,013

~~CHARGEOUTS OF CLOSED FILES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-82 BY SP5 CJD/af

It is recalled that by Executives' Conference memorandum of September 17, 1945, it was pointed out, based on the observations of several Bureau officials, that the present system of handling chargeouts of closed files and serials is unsatisfactory.

In considering a new procedure for the field two possible procedures were submitted to selected Bureau officials for consideration; namely,

1. Whether we should return to the so-called "purgatory" system whereby there is maintained in the Chief Clerk's office a separate section of file cabinets wherein are to be placed the folders on closed files which have been charged out or from which files' serials have been charged out;

2. Or whether a piece of paper of distinctive color, large enough to protrude over the file folder, in those instances where a file is charged out or a serial therefrom, should be placed in the folder. It had been suggested that if such a procedure were inaugurated it would not be necessary to set up a separate section as is required in the purgatory system and it would be conveniently possible to make a periodic check on administrative tickler of the closed files section by merely noting those folders above which the distinctive colored piece of paper protruded.

After considering the two foregoing procedures the following observations were made by the Bureau officials to whom the question was submitted:

SAC Brantley favored continuance of the present procedure. The present procedure requires the preparation of duplicate chargeout slips. The original is placed in the file folder at the proper place and the copy is maintained in sequence by file number in a special box for this purpose so as to maintain an up-to-date record of all files and serials charged out from the closed file section.

Assistant Director Connelley favored adoption of the purgatory system.

SAC Soucy favored the second procedure suggested above of placing a distinctive colored piece of paper in the closed file folder pointing out that this made possible "on the spot" application of the chargeout procedures and eliminated the necessity for a separate section of files for the so-called purgatory.

SAC Scheidt pointed out that the purgatory system had proved itself to be unsatisfactory and suggested that the second system appeared to merit a trial.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon

Mr. Clegg

RECORDED
&
INDEXED
EX-51

66-2554-4193

SAC Conroy pointed out that there are 1,200 closed files charged out every day in the New York office and 1,400 serials are charged from closed files each day. He observed that 30 four-drawer cabinets would be required to physically handle closed files charged out if the purgatory system were adopted and that such system would result in a great deal of transportation of files from several different places where the closed files are maintained. He also pointed out that the purgatory system necessitates searches in three different places to locate a file; namely, in the pending section, in the closed section and in the purgatory section. He favored adoption of the second procedure indicated above.

SACs Hood and Guerin both opposed adoption of the purgatory system feeling that it was entirely impractical but suggested that no procedure whatever be set up for the handling of files charged out from the closed section.

After considering the matter fully the Executives' Conference on October 16, 1945, with Messrs. Tolson, Glavin, Tracy, L. A. Tamm, Hendon, Coffey, Nichols, Rosen and Morgan being in attendance, unanimously recommended that we adopt the second procedure previously set forth; that is, the placing of a piece of paper of distinctive color large enough to protrude over the file folder in those instances where a closed file is charged out or a serial therefrom. The members of the Conference further recommended that in issuing appropriate instructions to the field SACs be directed to set up an administrative tickler to make a check of the closed files section each 30 days. It will be noted that the recommended procedure will expedite the check of the closed files inasmuch as the distinctive colored paper will readily attract attention to those folders in the closed files section from which either files or serials from files have been removed.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
H.
E. A. Tamm

WRG:val

October 18, 1945

Special Agent in Charge
Boston, Massachusetts

87426

Dear Sir:

Hours of duty

Reference is made to your communication of October 9, 1945, referring to the Bureau's SAC Letter #85 dated September 11, 1945, sub-section F, which relates to the assignment of Special Agent personnel to Saturday duty.

With reference to the designation of qualified Special Agent employees to handle Saturday duty, the Bureau will approve other than regularly approved Supervisors or relief Supervisors in the event the identities of the Agents whom you desire to assign to such duty are first made known to the Bureau and approval is given by the Bureau prior to their assignment to duty.

You should, therefore, immediately advise the Bureau as to the identities of the Agents in your Division who you feel can appropriately handle the Saturday duty in the Boston Office.

With reference to assigning a limited number of Agent personnel to regular work on Saturdays, the Bureau has considered this suggestion in the past and feels that as a regular assignment it would be undesirable. As you know, if a portion of the staff is assigned to Saturday duty during the regular work week, there would be one day or more wherein the entire staff would not be on a duty status due to the Saturday assignments.

The Bureau feels that through the assigning of men to emergency duties as they arise on Saturdays, giving those men appropriate time off during the next week, any emergency matters which must be handled on Saturday can be appropriately taken care of without having a regular Special Agent staff assigned to duty.

Very truly yours,

32,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY 4056/ky

INDEXED 141

John Edgar Hoover
Director

FEDERAL BUREAU OF INVESTIGATION

NOV 7 1945

The Executive Conference of October 17, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Nichols, Parsons, Ladd, Rosen and Glavin approved above action.

COMMUNICATIONS SECTION

MAILED
3-10-20-45 PM

70 DEC 3 1945

ORIGINAL FILED IN 66-2554-4194

TO: THE DIRECTOR

DATE:

FROM:

EXECUTIVES' CONFERENCE

November 5, 1945

SUBJECT:

The Executives' Conference considered the attached bulletin relating to the caution to be exercised by Bureau Agents in participating with local officers in the investigation of purely local offenses. The Conference concedes that the attached bulletin is somewhat "weasel-worded" but points out that Agents in the field are in a very difficult position when they are requested by local officers to render assistance in a local case. Generally, an Agent has been working with a police officer on a Bureau investigation in which the officer has been assisting the Bureau Agent and when directly confronted with a parallel request for assistance, it is sometimes impossible for the Bureau Agent to decline to assist the local officer without creating an antagonism or hostility that would be detrimental in the long run to the Bureau's operations. With this in mind, the attached bulletin urges all Special Agents to exercise the utmost caution but does not specifically prohibit the rendering of such assistance. The Conference feels that to go further in a bulletin might jeopardize the Bureau's relationship with local officers.

Those in attendance at this session of the Executives' Conference were Messrs. Tolson, Rosen, Ladd, Coffey, Clegg, Nichols, Hendon, Tracy and E. A. Tamm.

Respectfully,
For the Conference

Charles Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

70 NOV 9 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-2-92 BY SP3C/114

AR:W

THE DIRECTOR

10/18/45

The Executive Conference

MERITORIOUS SERVICE AWARDS

** 7. B. P. Distinguished*

The Executive Conference with Messrs. Tolson, E. A. Tamm, Glavin, Mumford, Coffey, Nichols, Tracy and Rosen in attendance today considered the question which has arisen in the preparation of our meritorious service awards concerning the granting of service awards to those in law enforcement.

RECOMMENDATION: The Conference was unanimous in the opinion that no awards should be granted to any law enforcement officers or law enforcement agencies. It was felt that it would be highly undesirable to grant awards to law enforcement officers inasmuch as most of the field offices would recommend, from present indications, almost all law enforcement agencies. The problem then would come up as to whether the individual members of the police department who have been extremely cooperative would be granted awards. Such unfavorable comment would result in the event we slighted any officer.

If approved no awards will be granted to any law enforcement officers or police departments.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

OK
10.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 ci/dey

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

53 NOV 8 1945

140

DML:GSH

THE DIRECTOR

Executives Conference

November 5, 1945

Office Space
*Locks and chains on windows of Bureau space

At a meeting of the Executives Conference on November 5, 1945, attended by Messrs. Tolson, Glavin, Tamm, Tracy, Hendon, Nichols, Coffey, Rosen and Ladd, the attention of the Conference was called to the fact that with the outbreak of war a security survey was made of the space occupied by the Bureau in the Department of Justice Building, by Mr. Gurnea, and as a result of this survey recommendations were made that locks and chains be put on all windows which were accessible from any outside source. It was further pointed out to the Conference that it was believed the need for this security measure no longer existed; that this precaution had served its purpose; that it was extremely difficult, over the weekends at the present time, when the air conditioning and ventilation in the building are shut off, to open the various windows, and it was recommended, therefore, that the locks and chains be removed.

The Conference was unanimously in favor of removing these locks and chains at this time.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

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66-2554-41917
31 NOV 7 1945

EX - 51

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 a/dig

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOV 8 1945

HHC:hmc

THE DIRECTOR

November 5, 1945

EXECUTIVES' CONFERENCE

SPECIAL AGENT SUPERVISOR C. W. STICKLE - SUGGESTIONS

On October 31, 1945 the Executives' Conference, Messrs. Tolson, Glavin, E. A. Tamm, Tracy, Coffey, Ladd and Clegg being present, considered the suggestion of Supervisor C. W. Stickle of the New York Office, that the Bureau establish a more definite program for American Legion Posts and for special service contacts.

He felt that the general contact with those organizations and individuals were hardly productive enough and that when the contacts are made the Agents should have some specific request for service. For example, in contacting an American Legion Post Commander, he was of the opinion that when a problem existed in connection with Theft from Interstate Shipment cases, the Post Commander should be requested to seek specific services of the type desired from railroad, bus and truck company employees. He felt that the general contacts being made were time consuming without sufficient profit.

The Conference pointed out the entire problem of these contacts. Whether they should be made in the future was under consideration with the possibility that the projects as previously handled are being abandoned and upon a final decision in this matter the Agent's suggestion would be taken care of.

There is attached hereto, if approved, a letter to this Agent advising him of the status in this matter.

Respectfully,
For the Conference

Clyde Tolson

Attachment

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Mr. Hendon
Mr. Clegg

E. A. Tamm
RECORDED
&
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166-2554-4198
32 NOV 7 1945

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5 ci/dep

70 NOV 9 1945

1-2-4

TO: THE DIRECTOR
FROM: EXECUTIVES' CONFERENCE
SUBJECT:

DATE: 11/6/45

The Executive Conference with Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Coffey, Ladd, Rosen and E. A. Tamm unanimously approved the attached bulletin reiterating the Department's instructions which control the Bureau's dealing with Congressional Committees.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

Attachment

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP-3 C. J. P. J.

RECORDED
&
INDEXED

196-255-6199

NOV 7 1945

EX - 51

70 NOV

SJT:obp

SAC, Los Angeles

October 20, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

Receipt is acknowledged of your letter of October 11, 1945 with reference to penalty mail apparently leaving from Los Angeles without the required identifying symbols.

In accordance with your suggestion an item has been prepared for insertion in the Law Enforcement Bulletin calling the attention of law enforcement agencies to the new Post Office regulations in this matter.

Article for Law Enforcement Bulletin approved by Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Coffey, McGuire and Tracy on October 29, 1945.

COMMUNICATIONS SECTION

MAILED

OCT 31 1945 PM

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5u/df

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31 DEC 6 1945

EX-8

66-2554-0/200
FEDERAL BUREAU OF INVESTIGATION
NOV 7 1945
U. S. DEPARTMENT OF JUSTICE

Serial 4201
missing when
repaired (4-24-59)
J.H.

RECEIVED
MAY 1 1959
FBI - NEW YORK

75029

TO DIRECTOR, FBI (100-388610) FROM NEW YORK (100-388610) (P)
RE NEW YORK TELETYPE TO BUREAU, MAY 1, 1959.

RE NEW YORK TELETYPE TO BUREAU, MAY 1, 1959.
RE NEW YORK TELETYPE TO BUREAU, MAY 1, 1959.

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RE NEW YORK TELETYPE TO BUREAU, MAY 1, 1959.

RE NEW YORK TELETYPE TO BUREAU, MAY 1, 1959.



HHC:LR

November 2, 1945

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

SUGGESTION - SPECIAL AGENT WARREN T. MARCHESSAULT

~~Telephone~~

The Executives' Conference, on October 31, 1945, Messrs. Tolson, Glavin, E. A. Tamm, Coffey, Tracy, Ladd and Clegg being present, considered the suggestion of Special Agent Supervisor, Warren T. Marchessault, of the New York Office that each supervisor of that office be instructed as to the methods of operating the office telephone switchboard prior to the time that such supervisor serves on night duty or week-end duty. The Agent pointed out that the clerical employee assigned to the switchboard and teletype machines at night frequently gets busy on the teletype machines and it is necessary for the Supervisor, for a short period of time, to render assistance on the switchboard. The Conference unanimously agreed with the suggestion. It was recommended favorably on the recent re-check inspection of the New York Office and this has been approved by the Director and the New York Office has been instructed.

For the Director's approval, there is attached hereto a letter addressed to Agent Marchessault advising him of the action taken.

Respectfully
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Attachment

RECORDED
&
INDEXED

NOV 8 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY SP5C/dg

DML:CSH

THE DIRECTOR

Executives Conference

November 7, 1945

SIS MONOGRAPHS

The Executives Conference on November 7, 1945, consisting of Messrs. Tolson, Tamm, Glavin, Tracy, Hendon, Clegg, Nichols, Long and Ladd, was advised that the SIS Division is working on a number of monographs, and that the monographs on COMMUNIST ACTIVITIES IN LATIN AMERICA, and POLICE AGENCIES IN LATIN AMERICA have been prepared and are ready for multilithing.

Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Clegg and Long recommended that we immediately discontinue any further work on the preparation of monographs in connection with SIS activities.

Messrs. Nichols and Ladd agreed with the majority, with the exception that they felt the two monographs which have already been prepared, i.e., COMMUNIST ACTIVITIES IN LATIN AMERICA, and POLICE AGENCIES IN LATIN AMERICA, should be multilithed, inasmuch as the research and the bulk of the work have all been completed, with the exception of the printing.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-14-92 BY SP-5 a/dy
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&
INDEXED

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30 NOV 13 1945

Tolson _____
E. A. Tamm _____
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Ladd _____
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Gurnea _____
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Quinn Tamm _____
Nease _____
Gandy _____

NOV 14 1945 140

October 30, 1945

PROPOSED CHANGE IN MANUAL OF INSTRUCTIONS

39P. FEDERAL EXPLOSIVES ACT

Education Conference

"(2) Bureau Policy

Violations of the criminal provisions of the Federal Explosives Act come within the Bureau's investigative jurisdiction. When such violations are reported to Bureau field offices by representatives of the Bureau of Mines, or other sources, immediate investigation should be instituted regardless of whether the facts indicate the possibility of sabotage or mere theft of explosives. The Bureau should immediately be informed by teletype of the alleged violation and a report of the preliminary investigation should be prepared at the earliest opportunity. ~~In accordance with the previous policy in such cases, the Bureau field office should immediately inform the nearest representative of the Bureau of Mines of the details of the alleged violation when the initial complaint is received from some source other than the Bureau of Mines.~~

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-14-92 BY SP5A/dep

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EX-51

66-2534-4204
FEDERAL BUREAU OF INVESTIGATION
NOV 9 1945
U. S. DEPARTMENT OF JUSTICE

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66-1734-6407
ORIGINAL FILE IN

NOV 19 1945

*Manual Revised
11-5-45
JAC*

Two

October 30, 1945

PROPOSED CHANGE IN FBI HANDBOOK

Off. to Conference

Part III; Chapter 24; Federal Explosives Act

3. BUREAU POLICY

When violations are reported by representatives of the Bureau of Mines or other sources, immediate investigation should be instituted regardless of whether the facts indicate the possibility of sabotage or mere theft of explosives. The Bureau should immediately be informed by teletype of the alleged violation and a report of the primary investigation should be prepared at the earliest opportunity. ~~The field office should immediately inform the nearest representative of the Bureau of Mines of the details of the alleged violation when the initial complaint is received from some source other than the Bureau of Mines.~~

OK
66-1931-6408
ORIGINAL FILE IN

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-14-92 BY SP5C/def

RECORDED
EX-51

66-2551-6205
FEDERAL BUREAU OF INVESTIGATION
NOV 9 1945
U. S. DEPARTMENT OF JUSTICE

*Handbook Revised
11-5-45
JUL*

Two

NOV 19 1945

Copy mrv.

WRG:val

November 5, 1945

MR. S. A. ANDRETTA, Administrative
Assistant to the Attorney General

JOHN EDGAR HOOVER, Director
Federal Bureau of Investigation

~~KEYS~~

San Antonio, Texas

Reference is made to your memorandum of October 23, 1945, wherein you advise that your office is in receipt of a communication from the Fourth Assistant Postmaster General concerning the request made by the San Antonio Office of this Bureau for 53 keys to Room 480 of the space occupied by that office.

This matter has carefully been looked into, and it is felt that the issuance of 15 keys will suffice in this particular case. It is, therefore, requested that appropriate clearance be secured for the furnishing of the 15 keys to our Special Agent in Charge at San Antonio for emergency use by key personnel of that office.

The Executive Conference of November 1, 1945, consisting of Messrs. Tolson, E. A. Tamm, Hendon, Ladd, Rosen, Clegg, Coffey and Glavin approved the handling of this matter in this way.

COMMUNICATIONS SECTION

MAILED

NOV 6 1945 PM

RECORDED

INDEXED

FEDERAL BUREAU OF INVESTIGATION

NOV 9 1945

U. S. DEPARTMENT OF JUSTICE

323,013
9-14-92 B. S. C. P. G.

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ORIGINAL COPY FILED IN 66-47-1

THE DIRECTOR

11-7-45

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Clegg, Hendon, Coffey, Tracy, Glavin and Nichols considered the Director's observation that we should recognize the problem of radio communications, it being recalled that during the war we had emergency stations in seventeen offices, namely, Washington, San Diego, New Haven, San Juan, Miami, Seattle, New Orleans, San Antonio, Honolulu, Los Angeles, Portland, Anchorage, San Francisco, New York, Boston, Norfolk and Chicago. Today we have radio communications between the Bureau, San Diego, San Juan, Honolulu and Anchorage.

If we install radio stations in fifty offices, the equipment and installation alone would cost \$143,000. These would require at least one operator per station, which would necessitate an outlay of \$116,000. The total cost for the first year would amount to \$265,000.

The Conference was unanimous in recommending no change in our present set-up, although Messrs. Ladd and Tracy thought that the Bureau should constantly look toward extending the use of radio as a means of communication.

Respectfully,
For the Conference

I think Ladd and Tracy are right. While I will agree for present I think we should be definitely planning for future along this line.

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
173

66-2554-4207
NOV 9 1945

EX-51

323 013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-14-92 BY SP5 u/dy

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

LBN:am1

70 NOV 14 1945

HHC:MR

THE DIRECTOR

November 5, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference on November 1, 1945, Messrs. Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen, Coffey and Clegg being present, considered the recommendation that there be placed on the list of alternates for the January Session of the FBI National Academy the following police agencies:

Hayward, California Police Department
San Mateo, California Sheriff's Office
Santa Cruz, California Police Department
Nevada City, California Police Department
Georgia State Patrol ~~State Police~~
Alton, Illinois Police Department

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

323, 013
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DATE 9-14-92 BY SP5/efg

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&
INDEXED

66-2554-4208

NOV 9 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

TO: THE DIRECTOR

FROM:

EXECUTIVES' CONFERENCE November 8, 1945

SUBJECT:

gm

The Executives Conference considered the question of whether the Bureau should include in its investigative jurisdiction threats or intimidation of witnesses or assaults upon witnesses occurring in those cases investigated by other Federal agencies and prior to the time that the case is actually brought within the cognizance of the Federal Court for trial. This consideration was for the purpose of recommending whether the present policy of handling cases involving perjury, contempt of court, jury tampering, etc., occurring after the trial of a case has been initiated in the court, should be extended to pre-trial occurrences, such as threat, intimidation or coercion of witnesses. Messrs. Tolson, Tracy, Hendon, Nichols, Ladd and Long are of the opinion that no line of distinction can be so clearly drawn as to permit or justify the Bureau's handling cases such as jury tampering, perjury and contempt of court, growing out of cases not within the primary investigative jurisdiction of the Bureau, and declining to handle cases involving intimidation of witnesses, assault on potential witnesses, etc. This group feels that there is an inconsistency in the accepting of one group of cases and the declining of another, and further believes that it is just as logical to accept these cases as it is to contend that the Bureau has investigative jurisdiction in all bribery cases, regardless of the type of investigation out of which the bribery investigation grows.

Messrs. Glavin, Glegg and Tamm are of the opinion that the determining factor in accepting these cases should be the question of whether they have come within the legal cognizance of the Federal Court through the actual undertaking of a trial. They believe that the Bureau as the investigative and enforcement agency of the Department of Justice has the responsibility of assisting in the maintaining of the dignity and integrity of the Federal Courts and can consequently justify its jurisdiction in cases such as perjury, contempt of court and jury tampering where the case is within the operational structure of the Federal Courts. They feel, however, that when cases are in their investigative stage, the investigative agency having primary responsibility for the investigation should have the responsibility for collateral issues, such as the threats to potential witnesses, assaults upon persons interviewed and similar occurrences in the pre-trial operations. This group points out that in a majority of these cases the investigative agency handling the substantive investigation will in the vast majority of instances have the basic data, background and information concerning the identity and interests of the persons involved in the investigation and all other such material which would have to be obtained by duplicate operations if a second agency enters the picture. This minority group consequently believes that there should be no change in the present Bureau program and that we should maintain the same lines of demarcation in these cases as we have in the past.

EX-100-2257-4207

cc - Mr. Glegg
Mr. Hendon

Respectfully,
For The Conference
Clyde Tolson Edw. A. Tamm

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9-14-92 BY SP5C/dep

gm
HHC:MR

THE DIRECTOR

November 2, 1945

THE EXECUTIVES' CONFERENCE

~~AMENDING~~ BUREAU MANUALS

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Hendon, Nichols, Ladd, Rosen, Glavin, Coffey, and Clegg, considered the fact that in the Bureau manuals for Inspectors, Agents and clerks there are numerous references to the "FBI National Police Academy". Since the name of this school has been changed to "FBI National Academy", it was recommended that Section 3-H of the Manual of Rules and Regulations and Part 1, Page 2, Item 3 of the FBI Handbook be changed to reflect the correct name of the Academy, since these are the principal sections dealing with this subject matter. It was felt that the numerous additional references in the manuals and in the indices thereof should be changed with pen and ink in the Master Manual retained in the Training and Inspection Division, and that these numerous pages not be reprinted at this time, but instead that the corrections should be made when other material changes and corrections become necessary in the future.

The Conference unanimously approved this suggestion.

Respectfully,
FOR THE CONFERENCE

✓
Clyde Tolson

OK
1/2
cc: Mr. Clegg
Mr. Hendon

E. A. Tamm
RECORDED
&
INDEXED
32

166-2554-4210

EX - 51

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9-14-92 BY SP5 ci/deg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

15 1945

1HC:MR

November 5, 1945

THE DIRECTOR

~~THE EXECUTIVES' CONFERENCE~~

~~SCHOOL OF TRAINING FOR SECURITY OFFICERS
OF THE STATE DEPARTMENT~~

The Executives' Conference on November 1, 1945, Messrs. Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen, Coffey and Clegg being present, considered the request of State Department for a special school for Security Officers of the State Department which the Bureau has, on September 10, 1945, informed Mr. Frederick B. Lyon that the Bureau would assist in conducting upon request.

In view of the change in some of the administrative officers of the State Department, the Conference felt that no positive action should be initiated by the Bureau at this time with reference to such a school, that no program should be approved at this time and that the matter should again be reconsidered if and when the State Department renews its request.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

323,013
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DATE 9-14-92 BY SP5CJ/deg

RECORDED
&
INDEXED

EX-51

66-2554-4211

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EPC:AF

THE DIRECTOR

11/8/45

THE EXECUTIVE CONFERENCE

~~FM RADIO~~ ^{Equipment} INSTALLATIONS

AT WASHINGTON, NEW YORK, DETROIT, and LOS ANGELES

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Hendon, Mumford, Nichols, and Tracy, was advised that at this time deliveries are beginning on the new FM radio station equipment for the four field offices—Washington, New York, Detroit, and Los Angeles. These purchase orders were placed during the war period and at that time it was impossible to get commercial engineering service to make the installations, so it was contemplated that the Bureau's own engineers would undertake the work. Now that the war is over the commercial engineers of the primary contractor are available for the installation work. It is estimated that the installation charges would average from \$500 to \$800 for each station. This would have two decided advantages:

- 1 - The company engineers, best knowing their own equipment, would undoubtedly make the most efficient installation.
- 2 - Having made the installation, the company would stand behind the proper operation of the stations.

In addition, of course, the travel and work time of our own engineers would be saved.

The Conference unanimously recommended that a supplemental contract be let to cover the installation of these stations.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

INDEXED

cc-Mr. Hendon

Mr. Clegg

EPC:AF
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323,013

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THIS IS UNCLASSIFIED

DATE 9-14-92 BY SP5ci/dcg 74

70 NOV 14 1945

gml
HHC:MR

THE DIRECTOR

November 2, 1945

THE EXECUTIVES' CONFERENCE

COURSE FOR FBI TRAFFIC INSTRUCTORS

X-FBI War Traffic School

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Hendon, Nichols, Ladd, Rosen, Glavin, Coffey, and Clegg, considered the suggestion submitted by Mr. Wilbur S. Smith, who assists the Bureau in its traffic work, and concurred in by Special Agent Foster Kunz that those Special Agents of the Bureau who during the early part of 1945, were trained as traffic instructors and who are still in the Bureau be given a brief re-training course of one week during the latter part of January 1946. This will bring those Agents up to date on new developments, methods and procedures in handling traffic matters and it will also permit the Bureau to plan for the attendance of these Agents (originally thirty, several have since resigned) at this special traffic re-training course immediately proceeding or subsequent to their attendance at the Bureau's regular In-Service Course.

OK
The majority of the Conference, Messrs. Tolson, Tracy, E. A. Tamm, Hendon, Nichols, Ladd, Rosen and Clegg concurred with this suggestion as Mr. Smith has agreed to assist in the training and it was believed that by that time those who were still in the service would probably desire to remain in service in the future and the re-training would be profitable and desirable. They further suggested that during the week of attendance of these Agents at this traffic re-training course that the regular In-Service attendance be reduced by an equal number of Agents as the number which attend the traffic re-training so as not to have too many Agents in training in Washington simultaneously. They further believed that since these Agents had initially been given training in uniform crime reporting work that a portion of one day should be devoted to this phase of work during the week they are here.

Mr. Glavin and Coffey were opposed to the school and to the suggestion because of the number of man hours that would be spent in training for this project, because of the increased number of Agents in training and because it is not consistent with the current policy to restrict for the present specialized training courses until after the expected resignations and reductions in the Bureau's Agent Force has been realized.

If the Director approves the majority view, the plan and program will be prepared and submitted for approval.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

#323,013
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DATE 9-14-92 BY SP-5 cideg

RECORDED
125
66-2554-4219
Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

70 NOV 11 1945

WRG:val

November 5, 1945

Special Agent in Charge
 San Antonio, Texas

RE: KEYS

Dear Sir:

Reference is made to your communication of October 19, 1945, concerning a request made by you of the Postmaster at San Antonio for 53 keys to Room 480. The Bureau had previously received a communication from the Department requesting information as to the necessity for such a number of keys to be furnished your office.

The Bureau feels that the number of keys requested by you is not necessary, and it is advising the Department that 15 such keys will suffice. It is felt that sufficient personnel will be in possession of keys which will permit entrance to the San Antonio Office in case of emergency after midnight.

Very truly yours,

John Edgar Hoover,
 Director

The Executive Conference of November 1, 1945, consisting of Messrs. Tolson, E. A. Tamm, Hendon, Ladd, Rosen, Clegg, Coffey, and Glavin approved the handling of this matter in this way.

communication section
 mailed
 11-6-45 PM

#323 013
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 HEREIN IS UNCLASSIFIED
 DATE 9-14-92 BY SP5CJ/deg

RECORDED

INDEXED

66-2554-42150

FEDERAL BUREAU OF INVESTIGATION
NOV 13 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 14

Destroyed per 66-3286-608
 10/6/98

116-407-2943

ORIGINAL COPY FILED IN

W

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gm
WRG:val

October 19, 1945

~~PERSONAL AND CONFIDENTIAL~~

Special Agent in Charge
Pittsburgh, Pennsylvania

RE: SPECIAL AGENT JOSEPH J. O'NEILL

Dear Sir:

Reference is made to your communication of October 8, 1945, wherein you state that the above-mentioned Special Agent requests permission to drive his personally-owned automobile to Washington, D.C. for In-Servicice Training on October 29, 1945.

It should be understood by this Agent that if such a mode of transportation is utilized by him, he cannot be reimbursed more than rail and pullman rates or can the time exceed the per diem which may have accrued to him had he utilized regular common carrier facilities.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of October 17, 1945, consisting of Messrs. Tolson, E.A. Tamm, Tracy, Coffey, Nichols, Morgan, Ladd, Rosen and Glvin approved aboe action.

Communications section
Oct. 22, 1945

#323 013

DECLASSIFIED BY *SP5 ci/dig*

CN 9-14-92

RECORDED
EX-8

66-2554-4206
FEDERAL BUREAU OF INVESTIGATION
NOV 1 1945
U. S. DEPARTMENT OF JUSTICE

57 NOV 28 1945

ALPHABETICAL
ORIGINAL COPY FILED IN

cc - Mr. E. A. TAMM
Mr. Rosen
Mr. Carroll
Mr. West

KCJ:rl

THE DIRECTOR

OCTOBER 30, 1945

A. R. PETER

SUBJECT: RE SAC J. C. FLETCHER'S LETTER TO BUREAU DATED OCTOBER 27, 1945, REQUESTING THAT THE BUREAU INSTRUCT THE FIELD TO STOP USING THE TERM "CRIMINAL RECORDS" IN CONNECTION WITH THE FINGERPRINT RECORDS AND TO USE THE TERM "FINGERPRINT RECORDS" INSTEAD.

SAC Fletcher has called the Bureau's attention to the fact that the Bureau form letters which have been used for years in forwarding fugitive memoranda to the field indicate they are transmitting a copy of the subject's "criminal record." Mr. Fletcher has pointed out that, as a matter of fact, many of these are not actually criminal records but are merely fingerprint records reflecting their subjects have been fingerprinted in connection with application for positions, and so forth. He points out that the Agents incorporating such records into investigative reports at the present time invariably refer to them as criminal records when, in fact, they are merely fingerprint records. He suggests that if we change our form letters, errors will be avoided.

RECOMMENDATION

It is believed the suggestion has considerable merit and should be placed in effect immediately. Although Bureau Agents have referred to F-2 forms as criminal records for years, this is not technically correct and in view of the large volume of applicant prints we have received during the past few years, it is believed we should adopt this suggestion immediately with a view toward correcting our terminology in this regard.

ACTION REQUIRED

If this suggestion is approved, the attached letter to SAC Fletcher and the attached memorandum to the Mechanical Section should be forwarded.

Attachments

323013
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DATE 9-14-92 BY SP-5 JEF/eb

ADDENDUM: On October 31, 1945, the Executive Conference with Messrs. Tolson, E.A. Tamm, Glavin, Hendon, Nichols, Ladd, Tracy, Clegg and Rosen, in attendance approved the suggestion of SAC Fletcher.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

EX-68

66-2564-4217

FEDERAL BUREAU OF INVESTIGATION
NOV 14 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL 8

ORIGINAL COPY FILED IN

HHC:PJ

THE DIRECTOR

October 22, 1945

THE EXECUTIVES' CONFERENCE

X Mail

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Nichols, Ladd and Clegg being present, considered the suggestion of Special Agent Harris H. Huston of the Washington Field Office that the initials of the dictator of outgoing correspondence both at the Seat of Government and in the field be placed on the carbon copy for the file in the future on the lower left-hand side of the first page of the communication rather than in the upper left-hand corner.

The disadvantages of the present system of placing them in the upper left-hand corner are: (1) That after the page is bound with an ACCO fastener in the file it is often difficult to find out who dictated or transcribed the communication and (2) when the outgoing communication is reviewed the abstract slip usually covers the upper left-hand portion and it is frequently necessary to disassemble the papers in order to find out who dictated it. By uniformly placing the initials of the dictator and the stenographer on the lower left-hand side of the page it can be easily found and read when necessary. It was found during the survey of the Department that in a number of Divisions this practice was followed. In instances where the routing block is printed on the yellow copy at the Seat of Government the initials would appear on the lower part of the page to the right of the routing block.

The conference unanimously approved this recommendation and if the Director approves there is attached hereto a letter to Agent Huston accordingly.

Respectfully,
FOR THE CONFERENCE

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-14-92 BY SP5 C. J. DEG

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin cc _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon
Mr. Clegg

Attachment

RECORDED & INDEXED
7/16

66-2554-42180
FEDERAL BUREAU OF INVESTIGATION
NOV 14 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2554-16407

HEU:MR

met
THE DIRECTOR

November 2, 1945

THE EXECUTIVES' CONFERENCE

~~ACCOUNTANTS'~~ WORKPAPERS

The Executives' Conference, on October 31, 1945, Messrs. Tolson, Glavin, E. A. Tamm, Coffey, Tracy, Ladd and Clegg being present, considered the suggestion of Special Agent Edgar C. Parkhurst that accountants' workpapers, which are now required to be forwarded to the Office of the United States Attorney on completion of an investigation, be maintained as a bulky exhibit in the Field Office where the investigation is conducted.

This matter was submitted to a number of Special Agents and Inspectors. Messrs. Brantley, Connelley, Fletcher, Hood, McGowan and Soucy favored continuing the rule as at present which requires that the workpapers be forwarded to the United States Attorney having jurisdiction. Messrs. Guerin, Scheidt and Morgan were of the opinion that these papers should be retained in the Field Offices. They felt that the present practice began years ago when accounting cases were supervised by Department of Justice Attorneys located in Washington or at similarly located points throughout the United States and at a time when the accounting work was supervised in the Bureau on a regional basis and that the historical reason for continuing the old practice no longer existed. They further felt that the practice should be consistent with the maintenance of notes by regular Agents in the files of the office where the investigation was conducted.

The Executives' Conference unanimously recommended that the practice be continued as at present and that the workpapers be forwarded to the United States Attorney as required. It was pointed out that the basic reason for forwarding accounting workpapers to the United States Attorney's Office was based on the fact that the number of accountants maintained by the Bureau as compared with Agents are in the minority. They have to be transferred where the accounting work exists. When they come back on subpoena or for the purpose of assisting the United States Attorney in preparing a case, they should not be required to go to the Field Office first but should be permitted to go directly to the Office of the United States Attorney, thus saving travel. The workpapers, in fact, constitute a part of the report to which they are attached when transmitted to the United States Attorney. No reason for retaining them in the Field Office was observed which would outweigh the importance of their being sent to the United States Attorney's Office at present.

If the majority view is approved, there is attached hereto a letter to Special Agent Edgar C. Parkhurst accordingly.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Clegg
Attachment

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DATE 9-14-92 BY SP5ci/dey

66-2552-4219
Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

HHC:MR

THE DIRECTOR

November 2, 1945

THE EXECUTIVES' CONFERENCE

X Police Association

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Hendon Nichols, Ladd, Rosen, Glavin, Coffey and Clegg, considered the suggestion that at the IACP Convention to be held in December, 1945, at Miami Beach, Florida arrangements be made for the usual type of luncheon for the graduates of the FBI National Academy. In years past Special Agent in Charge McCabe, then supervising the Academy, attended the IACP Convention and arranged for this luncheon, and at present Special Agent Jephtha Rogers is supervising the Academy activities. It is felt that while at Miami Beach he will have an opportunity to contact all the National Academy graduates, who are present, will be able to confer with them about the planned reunion in September and October, 1946, can develop interesting case material on work that they have handled and obtain information for the regular news letter to the graduates. In addition he will work with the representative of the graduates in holding the luncheon at a time which will be convenient for the Director to attend. In the event the Director's speech is scheduled for the opening day, December 10, it is suggested that the luncheon be held following the regular business meeting of the Convention on Tuesday, December 11.

If this is approved, here are instructions to Mr. Rogers accordingly.

Respectfully,
FOR THE CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 C/deg

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
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HHC:MR

THE DIRECTOR

November 5, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference, on November 1, 1945, Messrs. Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen, Coffey, and Clegg being present, considered the suggestion of Special Agent Ronald E. Sherk that with the next territorial allocation list issued by the Bureau, a map of the United States subdivided by Field Divisions be attached to this allocation list as an aid in setting out undeveloped leads. He cited that undeveloped leads for that portion of the state of Missouri covered by the Kansas City Office were frequently sent erroneously to the St. Louis Office.

The Conference unanimously disapproved the suggestion since the allocation of territory is on a state or county basis when a state is subdivided between two or more offices. The use of a postal guide and reference to the territorial allocation list would be a better guide than would any map which would obviously be of such small size as to make difficult or impossible the identification of counties and therefore it appeared that the errors made were attributable to carelessness and that the map would not assist in eliminating such carelessness.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

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125

66-2554-9221
NOV 14 1945

323 013
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DATE 6-9-92 BY SP-5/deg.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 15 1945

SJT:LBN:mjm:jw:hbm

The Director

11/7/45

Executives Conference

X Bureau Codes

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Mumford, Hendon, Morgan, and Tracy, considered the current use of code words used in our Bureau teletype messages. A sample of the current list is transmitted herewith for the Director's information.

The Conference unanimously recommends that the use of code words preceding all teletype messages be discontinued immediately in view of the cessation of hostilities.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

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DATE 8-20-92 BY SP-5C/dcg

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166-2554-422
35 NOV 8 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 8-20-92 BY SP5 c/pdg

man

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NOT USED

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WRG:JM

THE DIRECTOR

11/9/45

THE EXECUTIVE CONFERENCE

The Executive Conference of November 6, 1945, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Long, Nichols, Clegg, Hendon, Tracy and Glavin, considered a suggestion submitted by Special Agent William B. Dillon of the San Francisco Field Division concerning efficiency ratings.

For the Director's information, this Agent suggested that the present rule regarding the preparation of annual efficiency reports be changed to that an individual's yearly efficiency report would be prepared and forwarded to the Bureau on the annual anniversary of the person's entry on duty. He cites a number of reasons why such a submission of efficiency reports would be of benefit both to the Bureau and the employee.

It was pointed out to the Conference that under the Uniform Efficiency Ratings Act procedures under the Ramspeck Uniform Promotion Act, it is necessary that all Government employees who receive the benefits of the Uniform Promotion Act have efficiency reports submitted on their performance of duty annually, the year ending March 31st. The Bureau cannot change this procedure since it would mean a change in the basic efficiency rating regulations as promulgated by the Civil Service Commission under the Ramspeck Act. The Civil Service Commission is authorized by Executive Order to set up uniform rating procedures.

The Conference, therefore, points out it would not be possible to recommend favorably on the suggestion of Special Agent Dillon. If the Director approves, the attached communication should go forward to Dillon at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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DATE 8-20-92 BY SP-5C/dcg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC-Mr. Clegg
Mr. Hendon

WRG:JM

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&
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66-555-41224

HHC:PJ

THE DIRECTOR

November 14, 1945

THE EXECUTIVES' CONFERENCE

~~FORMS~~

Jim

The Executives' Conference on November 7, 1945, those present being Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, Nichols, Long and Clegg, recommended that when Bureau forms FD-9 and I-12 are next revised that the following changes be made:

1. On FD-9, a letter to the Director from field offices requesting original records, that the second column include the letters "FBI" so that the head of the column will read "City, Police, Arrest, FBI or other Number."
2. On I-12, a form letter to the Director requesting that a wanted notice be posted, that it be changed so that instead of calling merely for the "number on fingerprint card" there would be a requirement for the "City, Police arrest, FBI or Other Number."

This was unanimously approved by the conference for action when next it became necessary to print additional copies of these forms.

Respectfully,
For the Conference,

OK
2

✓
Clyde Tolson

EAT
E. A. Tamm

jc

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66-2554-4225
NOV 16 1945

EX-51

cc - Mr. Hendon
Mr. Clegg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:PJ

THE DIRECTOR
THE EXECUTIVES' CONFERENCE

11/14/45

Thirty-First Session NA

KFBINA

The Executives' Conference on November 7th, those being present Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, Nichols, Long and Clegg, unanimously recommended that the Jacksonville Texas Police Department and the Tillamook County, Oregon Sheriff's Office be listed on the list of alternates for a representative to attend the January session of the FBI National Academy.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm
Secretary

cc - Mr. Hendon
Mr. Clegg

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DATE 8-20-92 BY SP5CJ/dg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
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Mr. Tracy _____
Mr. Carson _____
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Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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18 1343 140

LBN:hbm

The Director

11/8/45

The Executives Conference

THIS IS YOUR F. B. I.

Mr. Nichols presented to the Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Mumford, Coffey, Tracy, Hendon and Glavin, the suggestion that a letter be sent to all Bureau field offices outlining the ~~Syracuse~~ Plan sponsored by the ~~American Broadcasting Company~~ and the ~~Equitable Life Assurance Society of the United States~~. The plan is being extended to Springfield on November 23. It was also suggested that a manual that Equitable is sending to all their agencies, which has previously been approved by the Bureau, be sent to all field offices.

The Syracuse Plan, briefly, to refresh the Director's recollection, was the youth meeting at which time the FBI radio program on Friday night was piped into an auditorium and the Agent in Charge spoke. It went over with phenomenal results and is something that could be very helpful and beneficial to the Bureau.

All of the members of the Conference recommended that this be sent to the field except Mr. E. A. Tamm, who took the position that the program was undesirable as we were selling life insurance. Mr. Nichols pointed out this was not correct, that Equitable was doing this as a public service, that they were doing no more than sponsoring our program and that the matter of life insurance was not discussed at these meetings.

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DATE 8-20-92 BY SP5/ajg

Respectfully,
For the Conference

V.
Clyde A. Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EX-5

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66-2537-4227

NOV 10 1945

KRM:ER:MR

SAC, SAN FRANCISCO

November 6, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FIELD OFFICE FORMS

Reference is made to your letter of October 9, 1945, in which you request the Bureau to approve the use of a form styled Stenographers' Register, ten copies of which were attached to your letter. The Bureau has given careful consideration to your suggestion and disapproves the use of this form. It is apparent that the form is calculated to be a work sheet which apparently is intended to be destroyed at the end of each day since it would serve no useful purpose beyond that time. It is obvious to the Bureau that the information which would appear upon the stenographers register can be furnished orally to the supervising stenographer and inscribed on a scratch pad. This will prove just as effective as the form which is suggested by you. Under the circumstances the Bureau does not feel that an additional form should be authorized for the use of a field office. An unwise authorization of the use of separate and different forms in each office would lead to unpredictable confusion and would defeat our policy which looks toward the uniform handling of all matters in the various field offices.

Approved by Executives' Conference October 31, 1945, those being present: Messrs. Tolson, Glavin, E. A. Tamm, Coffey, Tracy, Ladd and Clegg.

COMMUNICATIONS SECTION

MAILED - 11-7-45 - P.M.

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FEDERAL BUREAU OF INVESTIGATION

NOV 14 1945

U.S. DEPARTMENT OF JUSTICE

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CF:hmg

September 28, 1945

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Morgan, Mumford, Rosen, and Quinn Tamm being present, considered whether or not it would be logical for the Border Patrol activities of the Immigration and Naturalization Service to be transferred to the Bureau.

It is pointed out that the Border Patrol of the Immigration and Naturalization Service functions as a uniformed police force. This patrol has as its responsibility the patrol of the Mexican and Canadian borders between the legal points of entry. It is charged with the duty of apprehending aliens who have or who are about to illegally enter the country at other than Ports of Entry. The transfer of the functions of the Border Patrol to the FBI would not give the Bureau complete control of aliens entering the country because of the fact thousands of such aliens are granted legal permission to enter the country through designated Ports of Entry where they are supervised by Primary Inspectors.

RECORDED

66-2554-4230

EX-31
It is further pointed out that the work of the Border Patrol is closely associated with the other work of the Immigration and Naturalization Service. Border Patrol Officers serve as relief for Primary Inspectors at Ports of Entry when the work becomes heavy. They serve as Investigators and Hearing Officers in the Immigration and Naturalization Service and are an integral part of the organization. The transfer of the Border Patrol to the Bureau would necessitate an increase in the staff of the Immigration and Naturalization Service and actually would not result in a saving to the Government. The work of the Immigration and Naturalization Service is of such a nature that the Border Patrol functions directly under the administrative supervision of the various Field Districts and the supervision of the Border Patrol functions must be an on-the-spot supervision of those persons charged with the responsibility of handling Immigration and Naturalization laws. Consequently, it would be extremely difficult to divorce the work of the Border Patrol from some administrative supervision by Immigration and Naturalization officials. It is felt that this would necessitate needless red tape in the handling of the organization and that the organization, if transferred to the Bureau, would have to operate as a separate unit and could not be incorporated into the over-all Bureau organization.

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DATE 8-20-92 BY SP5 c/pag

ORIGINAL FILED IN 66-2554-4230

MEMORANDUM FOR THE DIRECTOR

The Conference, of course, considered the fact that under the Bureau's jurisdiction the standards of the Border Patrol personnel in the performance of their duties would be more efficiently controlled; however, these factors are not sufficiently great to recommend the transfer of the Border Patrol to the jurisdiction of the FBI.

The Conference was unanimously opposed to the transfer of the Border Patrol to the Bureau.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon ✓
Mr. Clegg

Director's Notation:

O. K. - H.

QJ:hmg

September 28, 1945

323,013

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DATE 8-20-92 BY SP-5 c/deq

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Morgan, Mumford, Rosen, and Quinn Tamm being present, considered whether it would be logical for the Investigative Unit of the Immigration and Naturalization Service to be transferred to the FBI.

The Conference considered the fact that investigations conducted by the Immigration and Naturalization Service are those types of investigations directly connected with the enforcement of the Immigration and Naturalization laws, the investigations are not conducted by a group of Investigators as such but are made by the Immigrant Inspectors, Border Patrol Officers, Hearing Examiners, Naturalization Examiners, and a small group designated as Investigators. The figures on the size of the investigative force obtainable at the Central Office indicate that 618 persons are engaged in this type of activity. Some of these people, of course, are clerical employees. The investigations are not supervised from the Central Office but are supervised within the Field Districts either by a supervising Investigative Officer or by the District Director or his assistants within the particular Field District. Central control of investigations conducted is non-existent.

The Conference further considered the fact that the investigations as conducted by this Service are in a large majority of the cases investigations which must be conducted immediately, i.e., an individual is apprehended by the Border Patrol for illegal entry, turned over to a Hearing Officer for determination of his status, at which time the Hearing Officer asks an Investigator for an immediate investigation. This means that the Investigators must be available for on the spot investigations at all times in order that an alien being detained at Government expense may be expelled from the country as quickly as possible.

The Conference further considered that a large number of the investigations conducted by the Immigration and Naturalization Service are investigations of a parole supervision type whereby persons who are released on parole and each six months an investigation must be conducted to determine whether or not the person is following the provisions of his parole. The administration of the investigative work is an integral part of the Immigration and Naturalization Service and each investigation must be reviewed administratively by the Immigration and Naturalization Officers and the significance or value of the investigations will be determined by such a review.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

66-2551-92871

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MEMORANDUM FOR THE DIRECTOR

Immigration and Naturalization Service records are essential in practically all of the investigative work and there would be a large amount of red tape in referring records on cases to the Bureau, if it assumed investigative jurisdiction, and then back to the Immigration and Naturalization Service for a further check of the records which would be maintained by this Service. This would necessitate additional clerical help for Immigration and Naturalization Service and would largely increase the clerical work necessary in conducting investigations of this type. The nature of the Immigration and Naturalization Service operations is such that the work of the persons making the investigations is closely tied to the other organizational set-ups and most any type of persons available will conduct investigations from time to time. A large number of the investigations are actually interviews conducted at the Immigration and Naturalization offices in which extensive use is made of the records available. The Conference was unanimously of the opinion that the general investigative work of the Immigration and Naturalization Service should not be assumed by the FBI.

The Conference feels that the Bureau should have primary jurisdiction to conduct investigations in connection with denaturalization cases (referred to the Bureau by the Criminal Division), impersonation cases, bribery cases, and upon request of the United States Attorney perjury violations arising out of enforcement of Immigration and Naturalization laws.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Director's Notation:

O.K. - H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

DIRECTOR'S NOTATION

I have gone along with Ex. Conf. in both of these recommendations though I have some grave doubts. I fear the Ex. Conf. is seeking only "gilt-edge" or "white collar" work. If such a trend is continued in another 2 or 3 yrs. the F.B.I. will be a completely insignificant outfit, for our work and size will recede and of course appropriations will be cut while other Investigative agencies are grasping for all kinds of functions so as to expand and enhance their prestige.

H.

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ENCLOSURE

66-2554-4231

THE DIRECTOR

10/5/45

THE EXECUTIVE CONFERENCE

**JURISDICTION OF THE BORDER PATROL AND THE INVESTIGATIVE SERVICE
OF THE IMMIGRATION AND NATURALIZATION SERVICE**

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Morgan, Ladd, Coffey, Rosen and Clegg being present, gave reconsideration to the question as to the advisability of the FBI being willing to accept the duties and responsibilities now assigned to the Border Patrol and Investigative Service of the Immigration and Naturalization Service.

It will be recalled that the Attorney General specifically asked that this matter be looked into to see whether the FBI could and would take over this work. Mr. Vanech stated that both he and the Assistant to the Attorney General Mr. McGranery were anxious that this be done. An attempt was made to classify the types of work so that if it was agreed by the FBI that they would accept these functions there could be some line of demarcation between the work which would be handled under the jurisdiction of the FBI and the work which would be handled by the Immigration and Naturalization Service. These classifications were believed to be necessary in view of the fact that members of the Investigative Staff, the Border Patrol Staff and the Immigration Inspectors' Staff are used interchangeably as cases, circumstances and situations appear to make necessary. For example a Border Patrolman or an Investigator may serve as Relief Immigration Inspector. The line of demarcation which was recommended was that the FBI take over those enforcement and investigative functions which had to do with the illegal entry or illegal presence of an immigrant in this country while the Immigration and Naturalization Service would handle all matters at the established legal Ports of Entry having to do with legal entries and would also conduct the hearings and make decisions as to deportation and the like. In other words the FBI's function would be the investigative and enforcement function in connection with violations. To more specifically classify this work by types the following are set forth:

EX-51

RECORDED
BORDER PATROL

66-2554-423
FEDERAL BUREAU OF INVESTIGATION
NOV 16 1945

Border Patrol Functions Which Might Be Handled by FBI

1. Patrol borders for purpose of preventing illegal entry by aliens.
2. Apprehend aliens who have entered illegally.
3. Investigate persons suspected of engaging in smuggling of aliens.
4. Examine public and private conveyances and interrogate passengers at other than Ports of Entry to detect any instances of illegal entry.

Functions Which Should Not Be Handled by FBI

1. Functioning as Immigrant Inspectors at Ports of Entry in absence of immigrant inspector or to augment force during periods of peak traffic.

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2. Serve as guards at alien enemy detention camps or on trains when aliens are transported from one part of the country to another.

INVESTIGATIVE ACTIVITIES

Investigative Activities Which Could Be Handled by FBI

1. Investigations of complaints of criminal violations of immigration laws.
2. Investigations in civil cases where facts are needed in addition to those developed at hearings held during the processing of aliens by immigrant inspectors.
3. Investigations to locate parolees who have violated terms of their parole and whose whereabouts is not known.
4. Ascertaining financial responsibility. Involves question of ability of immigrant to support himself or whether sponsor is financially capable of guaranteeing maintenance and subsistence of the alien for the period of time required by immigration laws.
5. Investigations prior to naturalization.
6. Denaturalization investigations.
7. Investigation of criminal violations of naturalization laws.
8. Applicant and personnel investigations of I&NS employees.
9. Investigations of applicants for admission to practice as attorney before I&NS hearing boards or Board of Immigration Appeals.
10. Investigations relative to suspension or disbarment of such attorneys.
11. Investigations to locate and apprehend aliens illegally in the United States.

Investigative Functions Which Should Not Be Handled by FBI

1. Supervision of parolees, either alien enemies or immigration parolees (persons adjudicated deportable and awaiting deportation but not held in detention).
2. Maintenance of detention cell at El Paso and other Ports of Entry for temporary detention of aliens suspected of being illegally in the country.
3. Registration of aliens under the Alien Registration Act of 1940.
4. Administrative investigations of such matters as automobile accidents involving I&NS personnel.
5. Functioning as immigrant inspectors at Ports of Entry in absence of immigrant inspector or to augment force during periods of peak traffic.
6. Serve as guards at alien enemy detention camps or on trains when aliens are transported from one part of the country to another.
7. Arbitrating and settling of labor disputes on board ships as between the alien seamen on ships of alien registry. If however the immigration authorities request any investigation of such activities the investigations would be made by the FBI.

EXECUTIVE CONFERENCE ACTION:

The Executive Conference unanimously recommended that there be included

in the recommendations to the Attorney General phraseology indicating that the Bureau would be willing to accept the general enforcement and investigative functions in connection with illegal entries and naturalization proceedings if it is the Department's desire that this be done; that the above classifications of work be used subsequently by the Director as a basis for discussion in defining the jurisdiction between the FBI and the Immigration and Naturalization Service if the Attorney General agrees that the FBI should handle the above types of work.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Director's Notation:

I don't think we ought to phrase it as "to accept the general enforcement and investigative functions". We should point out the functions which are primarily investigative and patrol and which could be handled by F.B.I. in line with specific request for views asked for by A.G. and Mr. Granery.

H.

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR

Executives Conference

November 14, 1945

Charts on Communist Activities

At a meeting of the Executives Conference on November 14, 1945, attended by Messrs. Tolson, Tamm, Rosen, Coffey, Nichols, Glavin, Hendon, Quinn Tamm and Ladd, the attention of the conference was called to the fact that the various field divisions are maintaining skeleton charts on Communist activities in their districts.

It was pointed out to the conference that formerly charts on other nationality groups, such as German, Japanese, and Italian, were also kept, and that all of these have been discontinued, in accordance with prior Bureau approval. The Conference was advised that the preparation of these charts on Communist activities takes a comparatively short time, merely requiring the addition of any new front organizations or any change in the officers of existing known front groups; further, that these charts are of great assistance in reviewing Communist activities in the field divisions by new agents assigned to Communist investigations. It was also pointed out that these charts are checked periodically by inspectors when the field divisions are inspected.

The conference was unanimously in favor of continuing the preparation of these charts.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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AL:W

THE DIRECTOR

11/13/45

The Executive Conference

~~FOREST FILES - INSTRUCTION OF GOVERNMENT PROPERTY~~

The Executive Conference with Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Long for Coffey, Morgan for Clegg, Tracy, and Rosen in attendance on October 30, 1945, considered the proposal of Mr. Brown, Assistant Chief of the Division of Fire Control of the Department of Agriculture.

Mr. Brown was anxious to coordinate the activities of his Service with that of the Bureau and wanted to work out a policy which will result in issuing some guiding statements on policies to his employees with reference to contacts with our field divisions concerning incendiary fires. He pointed out that in the past the Bureau had inquired into fires of an incendiary origin on the theory that some sabotage may have prevailed in connection with those fires on Government property.

There are two situations which are most aggravated. One is in the Mississippi area and the other in California. In Mississippi there have been over 300 fires, all of them small fires. In California fires have been few in number but large in scope.

The Forest Service has nine regional offices located at Philadelphia, Pennsylvania; Atlanta, Georgia; Milwaukee, Wisconsin; Denver, Colorado; Ogden, Utah; Missoula, Montana; Albuquerque, New Mexico; Portland, Oregon; and San Francisco, California. These offices are headed by a Supervisor and a small staff of clerical employees. Under this Supervisor there are the Superintendents of the various reservations who have control over the Forest Rangers.

The investigations with reference to fires are conducted by the Forest Rangers, who are not experienced investigators. Their primary responsibility is in protecting the property and they, therefore, do not have investigative training to the extent that they are capable of handling some of the more involved investigations.

Mr. Brown stated that he was interested in working out a plan with the Bureau whereby the more aggravated cases would be handled by the Bureau. During the war it was the policy to check immediately into any fires on the theory that there may have been some act of sabotage committed. It was, therefore, necessary to determine the facts and whether they would warrant additional investigation. If there was no incendiary origin and in the absence of any indication of possible sabotage no additional investigation was conducted. This was a wartime jurisdiction.

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E. A. Tamm
Clegg
Coffey
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Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

Memorandum for the Director

Under our peacetime jurisdiction the Bureau does have the right to inquire into cases involving destruction of Government property. This authority arises out of Section 32, Title 18, USC, which statute relates to the purloining, stealing or injuring property of the United States or property manufactured under contract for the War or Navy Department.

From a review of the facts relating to the situation in Mississippi it appears that the numerous fires which have occurred there during the past year are mostly spite in origin. There does not appear to be any foreign-inspired activity. The Division of Fire Control of the Department of Agriculture feels that if a few good cases were prosecuted the prosecutions of the individuals involved would create a satisfactory deterrent to the point where there would be an appreciable decrease in the number of fires. This seems to be one of the problems which confronts Mr. Brown at this time.

He is also anxious to have the more aggravated cases immediately referred to the nearest office of the FBI. In the past the Forest Rangers have reported these fires to Resident Agents and there has been no fixed policy on the part of the Forest Service to report these matters to the FBI through channels.

Mr. Brown feels that there should not be a loose administration in the handling of these matters.

PROCEDURE TO BE FOLLOWED IN REPORTING CASES TO THE FBI

1. Mr. Brown wants to have referred to the FBI the most aggravated cases.
2. An aggravated case is one which is incendiary in origin or where the numerous fires which have occurred appear to be malicious in nature and because of their number justify vigorous investigative attention.
3. He wants to issue instructions to the effect that all of the aggravated cases will be immediately referred to the nearest office of the FBI.
4. He suggests that the Forest Rangers will immediately report on fires to the Superintendent of the reservation, who in turn will be instructed to immediately report the matter to the nearest office of the FBI if it is an aggravated case.

RECOMMENDATION

The Division of Fire Control, it appears, has been unable to cope with the situation in Mississippi and realizes that its

Memorandum for the Director

Forest Rangers cannot follow through on investigations to the point where they can develop the case for proper presentation for trial. They are anxious to remedy this situation. They feel that the Bureau can correct the condition which exists. It appears that this is a source for additional investigative jurisdiction. It may be well to reconsider this problem and attempt to work out a procedure whereby our offices will go into the more aggravated cases.

If approved a detailed plan will be worked out with Brown and he will be advised that the Bureau will assume jurisdiction over the more aggravated cases only upon the condition that the matter is immediately referred to the FBI and that thereafter we will assume complete jurisdiction over the investigation, obtaining such assistance as is needed from the Forest Rangers and other employees of the Division of Fire Control. Mr. Brown will be advised that it will not be our policy to go in on the individual malicious cases where they are inconsequential in scope but that our activity will be confined to the larger more aggravated types.

CONCLUSION

The Conference was unanimous in its approval of the proposed recommendation that we handle these cases as outlined above. A Bureau Bulletin incorporating the procedure is attached.

Mr. Brown has been advised of the procedure which the Bureau will follow in handling these cases and indicated approval November 18, 1945.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

AL:WV

THE DIRECTOR

11/13/45

The Executive Conference

~~MANUAL OF SELECTIVE SERVICE REGULATIONS~~

The Executive Conference today attended by Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Hince, Long, Tracy, and Rosen, unanimously approved the attached letter to all Special Agents in Charge transmitting Packets Nos. 5 and 6 issued by the Director of Selective Service for insertion in the Manual of Selective Service Regulations.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
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Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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AD:W

THE DIRECTOR

11/13/45

The Executive Conference

MANUAL OF LOCAL BOARD MEMORANDA
SELECTIVE SERVICE

The Executive Conference today attended by Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Hince, Long, Tracy, and Eason, unanimously approved the attached letter to all Special Agents in Charge transmitting for insertion in the manual of Local Board Memoranda Transmittal Memo No. 221 and Transmittal Memo No. 222.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

323,013

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HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5/deg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

EX -

SJT:js

THE DIRECTOR

November 13, 1945

THE EXECUTIVE CONFERENCE

~~FIVE-YEAR KEYS FOR BUREAU EMPLOYEES~~

The Executive Conference, consisting of Messrs. Tolson, Clegg, Glavin, Coffey, Mumford, McGuire and Tracy, on November 9, 1945 considered a suggestion of Marvin F. Harris of the Identification Division that the Bureau consider awarding service keys to those with five years continuous service. Mr. Harris' suggestion stated he thought ten years was a very long time to wait for a service key and he felt it would help morale to issue a five-year key.

The Conference was unanimously opposed to the suggestion and, if you approve, there is attached a letter thanking Mr. Harris.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 C. J. C. / C. J. C.

RECORDED & INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX - 51

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1945

LBN:hbm

The Director

November 13, 1945

The Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Tamm, Rosen, Long, Hince, Tracy, Glavin and Nichols, considered the report of the sub-committee, consisting of Messrs. Glavin, Mumford and Nichols, on the handling of ~~name~~ checks.

It was pointed out that during the month of October a total of 10,385 names were received from the Liaison Section, from the Provost Marshal General's Office, the Office of Naval Intelligence, G-2, Navy Yard, Naval Research Laboratory, OSS, Red Cross, Coast Guard, Alaska Travel Control, Federal Works Agency, OWI, Civil Service, State Department, Agriculture and Interior Departments, and miscellaneous sources. In the first week in November there has been a drop--for example, the Office of the Provost Marshal General submitted 1,809 names in October and only 25 names during the first 8 days of November. The Coast Guard submitted 6,866 names in October and only 510 in the first 8 days of November. Civil Service submitted 226 names in October and 85 names in the first 8 days of November.

The Conference was unanimous in recommending that a further survey be made on December 15 as it appeared that the names are tapering off and during the next month should readjust themselves so we can then decide what agencies we will cease checking names for.

The Conference was unanimous in recommending no further commitments be made to check names for any source.

The Conference likewise approved the sub-committee's recommendation that work carried on of a research nature in the Files Section, requiring the services of from 5 to 20 employees, be discontinued immediately. This work was carried on for the SIS Division and consists of consolidating in one place all known information pertaining to a specific country. One of the memoranda is attached hereto. The Files employees carry this on as a continuous proposition on subject matter in which SIS is interested. They show the file number, a brief sentence describing the nature of the information, the name of the individual, organization or the city. EX-51 RECORDED & INDEXED 66-2554-4238

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

It was further pointed out to the Conference that it is indicative of the way this work is falling off that in May 257,293 files were reviewed in the Files Section as against only 146,729 in October.

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-20-92 BY SP5 C/dey

Memorandum to the Director

One of the big projects at the moment is the Immigration and Naturalization Service, who say they will have approximately 400 names a day. On two days last week they submitted names, approximately 260 names on one day and over 700 on the second day.

If approved this matter will be surveyed December 15 by the same committee and an additional report submitted.

Respectfully,
For the Conference

✓
Glyde Tolson

EO
Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

OK
J.H.

LBN:hbm

The Director
The Executives Conference

November 13, 1945

The Executives Conference, consisting of Messrs. Tolson, Rosen, Long, Hince, E. A. Tamm, Tracy, Glavin and Nichols, considered Mr. Nichols' recommendations on FBI This Week, the publication put out weekly at the Seat of Government.

Mr. Nichols reported that a poll of selected employees indicated that there was considerable interest in the publication. Mr. Tracy advised that out of 2,600 copies sent to Ident, 2,100 copies are picked up and taken home by employees in Ident. Mr. Nichols reported a survey showed very few copies of FBI This Week in wastepaper baskets.

The Conference unanimously recommended the publication, FBI This Week, be continued and approved the following recommendations of Mr. Nichols:

1. That the picture cover of This Week be dispensed with.
2. That the booklet be cut down from 16 pages to 8 pages, the first two pages being devoted to news items which are sent to SAC's and which are of considerable interest to employees; the remainder would be allocated on a proportionate basis to the various Divisions with the emphasis being placed on forthcoming events sponsored by the employees of the various Divisions. This would cut the work in half.

It was also unanimously recommended that picture pages be deleted in future issues.

Respectfully,
For the Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 C/dg

Clyde A. Tolson
RECORDED

INDEXED
Edward A. Tamm

Tolson
E. A. Tamm
Clegg
Connelley
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc - Mr. Clegg

Mr. Hendon

19

20 NOV 27 1945

The Director

November 13, 1945

The Executives' Conference

Placing of File Number
On Out-Going Correspondence

The Executives' Conference, on November 13, 1945, recommended that the Stenographic Manual be revised to provide that the file number which is typed on out-going correspondence be typed in the lower left hand corner of the page beneath the typed initials of the dictator and stenographer in order to facilitate the reading of the file number. At present the file number is placed at the top of the page and is difficult to see in the file. This will apply also to memoranda.

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Rosen, Long, and Hince.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

LAH/olw

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 C/deg

RECORDED

&
INDEXED

EX-51

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

KPC:AF

THE DIRECTOR

11/14/45

THE EXECUTIVE CONFERENCE

CORRESPONDENCE COURSE IN ELECTRICITY AND RADIO

The Conference on November 2, 1945, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Hendon, Ladd, Nichols, Rosen, and Tracy, was advised that during the war the Bureau conducted correspondence courses in electricity and radio principally for its radio operators. At the present time the enrollment in this course is 85. A considerable amount of clerical work and also technical review work is involved in the handling of the course.

The Conference was advised that the course has now served its purpose in that we have developed the technical knowledge and new radio operators which permit us to run our radio network. There appears to be no further benefit which the Bureau can directly derive from the conduct of this course.

The Conference, therefore, unanimously recommends that the course be discontinued and that the 85 participants be so notified, at which time the students be furnished the stock of unfinished mimeographed lessons which the Bureau has so that they may complete them if they so desire.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 a/beg

RECORDED
&
INDEXED

EX-1

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Director

November 13, 1945

The Executives' Conference

Approval of Police Departments for
The 21st Session FBI NA

The Executives' Conference unanimously approved the application for attendance of the following two departments for the next session of the FBI National Academy on the basis of their requests and in view of the desirability of having additional alternates available:

Naverhill, Massachusetts, Police Department
Buffalo, New York, Police Department

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Rosen, Long, and Hince.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

LAH/elw

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5CJ/deq

RECORDED
&
INDEXED

66-2554-4242
NOV 13 1945

EX-57

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

HH
LH

MFR:mas

SAC,

Sent to certain SAC's requesting contacts with law enforcement agencies who forwarded crime reports in 1944 but who have not forwarded any reports during 1945.

XXXX November 20, 1945
November 19, 1945

John E. Hoover, Director - Federal Bureau of Investigation

UNIFORM CRIME REPORTING CONTACTS
NONCONTRIBUTORS, 1945

There are transmitted herewith statements indicating various law enforcement agencies in your division that have not forwarded uniform crime reports to the Bureau during 1945, but who did contribute in 1944. These places should be contacted by Agents as indicated in the statements.

The attached statements should be placed in separate "33" files in your office, and the file should be kept pending until the contact has been handled, at which time the Bureau should be advised by letter as to the results thereof. As soon as a crime report is received in Washington from any of the agencies on the attached lists, you will be advised and the request for contact, if not already handled, may be disregarded.

It should be observed that in order for the agencies listed to be considered contributors in the uniform crime reporting program in 1945, it is necessary that a crime report be received covering one month of 1945. Accordingly, every effort should be made to have the contacts handled before the end of the year.

In making these contacts the Agent should have available in each instance a Return A, Tally Sheet for Return A, and a Uniform Crime Reporting return envelope. These supplies are being forwarded to your office under separate cover.

Enclosure

LBN:HBM; 11/8/45

RECORDED
EX-59

66-2554-4243
FEDERAL BUREAU OF INVESTIGATION
11-19-45
U.S. DEPT. OF JUSTICE

The Executives Conference unanimously recommended approval.

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP5ci/deg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

337
50 JAN 11 1946

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The law enforcement agency listed below has not contributed uniform crime reports to the Bureau during 1945, although reports were received in 1944. It is, therefore, desired that an Agent contact the appropriate official to arrange for the resumption of such contribution.

It is highly desirable that at least one monthly crime report be received from this department for this year. When making this contact the Agent should have available a Return A form, a Tally Sheet for Return A and a Uniform Crime Reporting envelope for the use of the officer contacted. A supply of these forms is available in the local field office. The Agent should offer to assist in the preparation of a report for the past month and forward the report to the Bureau.

When the contact has been handled a letter should be forwarded to the Bureau advising as to the results thereof.

As soon as a crime report is received in Washington, you will be advised and the request for contact, if not already handled, may be disregarded.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP5ci/dcg

66-2554-4243

ENCLOSURE

LBN:aml

THE DIRECTOR

November 7, 1945

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Tamm, Ladd, Clegg, Hendon, Tracy, Glavin and Nichols considered Mr. Harbo's recommendation that the Uniform Crime Reports bulletin be continued to be issued semi-annually, with a supplement consisting of a mimeographed release prepared on monthly crime returns to be furnished only to contributors. Prior to the outbreak of war, the bulletin was issued quarterly.

Messrs. Long and Nichols recommended the adoption of Mr. Harbo's suggestion in that the monthly releases would furnish law enforcement agencies with crime statistics data that would be of assistance to them.

Messrs. Tolson, Tamm, Hendon, Glavin, Tracy and Ladd were in favor of issuing only the bulletins semi-annually as at the present.

Mr. Clegg favored issuing the bulletin quarterly.

Respectfully,
For the Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP5CJ/peg

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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NOV 21 1945

56 NOV 23 1945

HHC:hmc

THE DIRECTOR

November 5, 1945

EXECUTIVES' CONFERENCE

SUGGESTION - SPECIAL AGENT SUPERVISOR ROBERT R. GRANVILLE

*FM Radio Equipment

On October 31, 1945 the Executives' Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Ladd and Clegg being present, considered the suggestions of Special Agent Supervisor Robert R. Granville of the New York Office as follows:

1. That the Bureau devote a considerable amount of urgently needed research work to develop a two-way radio car which will not be conspicuous with a long aerial so that they will be of more adaptable use on physical surveillances.

The Conference was informed by Mr. Coffey that without these Aerials the two-way radio cars would be ineffective, that this matter has already been given consideration with the view to make the aerial as inconspicuous as possible. The Bureau's technical experts are in contact with radio manufacturers for more developments along this line but to date nothing has been successfully completed. The matter will be borne in mind and if anything is developed by radio manufacturers or at the Bureau, the Field of course will be informed.

2. He suggests that in general there are two types of physical surveillances. One type requires the Agents to keep the subject under constant observation even though the Agents are "made" and the other requires the exercise of every precaution not to be "made." The requests for a physical surveillance is received often from the Bureau and more frequently from the Field with such language as "constant surveillance", "hip pocket surveillance", "proper surveillance" and "adequate surveillance." He felt that these terms should be made uniform with a clear understanding which might serve as a guide to the supervisors and Agents of the field office where the surveillance is being conducted.

The Conference pointed out that in a physical surveillance it is undesirable that the Agents be "made" that no instructions should be issued which would permit an Agent to become careless but, it was believed that in order to correct this situation the various field offices should be informed that when requesting a physical surveillance they should point out the object and problem on surveillance as a guide to the officers conducting it. If this is approved, there is attached a proposed letter to all SACs accordingly.

3. He suggested that when Agents resign and have good records, and when their letters of resignation state that it is desirable to be of further assistance, the Bureau should advise the field office in which the Agents are expected to live as to the availability of these former Agents as contacts.

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Quinn Tamm _____
Nease _____
Gandy _____

323,03
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 C/dg
EX-51

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&
INDEXED
110 HHC

66-2727-41205

The Conference was opposed to this subject. (1) Because most intelligent Agents when resigning offer to be of assistance in the future. (2) If a former Agent really wants to be of service he can contact the field office and let the SAC know about his availability and whereabouts. Furthermore, the Bureau has no way of knowing where any of these Agents may be thirty days after they resign and it would require a constant chain of communication to various field offices notifying them of any alleged changes in address when the former Agents move from one territory to another.

If the Executives' Conference views are approved, there is attached hereto a letter to Special Agent Granville accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
21
Attachment

cc: Mr. Hendon
Mr. Clegg

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

LBN:hbm

The Director
The Executives Conference

November 14, 1945

3-23,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-20-92 BY SP5 vj/deg

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Hendon, Quinn Tamm, Glavin, Ladd and Nichols, considered the present practice of the Training Division in filling out a form memorandum on each In-Service Trainee and then sending a portion of the information set forth in the form memorandum to the Field by cover letter.

At the present time the form memorandum contains details of the In-Service training, grades attained, firearms instructor's comments, remarks of the interviewing official. The form memorandum is directed by Mr. Glegg to Mr. Tolson. The letter to the Field is a form letter; however, a yellow is prepared and merely states that an Agent attended In-Service between two prescribed dates and sets forth grades attained.

Mr. Cartwright suggested that possibly the form memorandum and the outgoing letter to the Field could be consolidated so that only one piece of mail would have to be filed instead of two and only one piece of mail typed.

The Conference was unanimous in recommending the following procedure: That the form memorandum be prepared in the Training Division as at present, that a carbon copy be made on a form directed by the Director to the SAC and which would contain only details regarding the In-Service training, the grades attained and the firearms' instructor's comments. By using a short carbon only the above would be set forth on the copy for the Field, and the remarks of the interviewing official would not be set forth. After preparing the form directed to Mr. Tolson and to the Field, the stenographer could write in the location of the field office following the printed words "Special Agent in Charge," and it could then be routed to the Mail Room direct. This would save the preparing of the carbon for the letter going to the Field and would cut out the filing of at least 80 pieces of mail per week.

RECORDED

INDEXED

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

Clyde A. Tolson

Edward A. Tamm

Jim
The Director

November 13, 1945

The Executives' Conference

*X*Retraining Course for FBI National Academy
September 30 - October 4, 1946.

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP5ci/deq

The Executives' Conference on November 13, 1945, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Rosen, Long, and Hince present, recommended the appointment of the following committees in connection with the retraining course for the FBI National Academy to be held September 30 to October 4, 1946:

GENERAL CONTROL COMMITTEE

Mr. Tolson, Chairman
Mr. E. A. Tamm
Mr. Clegg

Mr. McGuire
Mr. Glavin
Mr. Ladd

Mr. Nichols
Mr. Rosen
Mr. Tracy

COMMITTEE ON FINANCE

Mr. Glavin, Chairman

Mr. Lee

Mr. O'Connor

COMMITTEE ON ENTERTAINMENT FOR ASSOCIATES, WIVES AND
FAMILIES OF ASSOCIATES AND VISITING OFFICIALS

Mr. Tracy, Chairman
Mr. E. A. Tamm, Co-Chairman
Mr. Rosen

Mr. Blaylock
Mr. Harbo

Mr. Jones

COMMITTEE ON RECEPTION AND REGISTRATION OF ASSOCIATES

Mr. Ladd, Chairman

Mr. Hince

Mr. Rogers

COMMITTEE ON TRANSPORTATION

Mr. E. A. Tamm, Chairman

Mr. Callahan

RECORDED
&
INDEXED

115 32 NOV 21 1945
Mr. Henneberger II

COMMITTEE ON PRESS RELEASES AND REPORTERS

Mr. Nichols, Chairman

Mr. Hendon

Mr. McGuire

COMMITTEE ON RECEPTION AND ENTERTAINMENT OF VISITING OFFICIALS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Gurnea
Mr. K. R. McIntire

Mr. Morgan
Mr. Mumford

57 NOV 26 1945

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COMMITTED ON RETRAINING PROGRAM AND GRADUATION EXERCISES

Mr. Clegg, Chairman

Mr. Hince
Mr. Rogers

Mr. Sloan

COMMITTEE ON SPECIAL EXHIBITS AND DISPLAYS

Mr. McGuire, Chairman
Mr. Carlson

Mr. Engert

Mr. Gauthier

COMMITTEE ON HOUSING

Mr. Glavin, Chairman

Mr. Leonard

Mr. Mohr

Recommendation: If approved, the attached instructions will advise the committee members of their appointments and will require written reports to Mr. Tolson, Chairman of the General Control Committee, by January 10, 1946.

Respectfully,
For the Conference

Clyde Tolson

Mr. E. A. Tamm

Attachment

cc: Mr. Clegg
Mr. Hendon

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Tracy _____
Harbo _____
Mohr _____
Tele. Rm. _____
Holloman _____
Nease _____
Gandy _____

COPY MRV

SAC, BOSTON

November 19, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

fixed
~~DISPOSITION OF PROVIDENCE FIELD DIVISION FILES~~

In response to your communication of November 8, 1945, you are advised that the Confidential Codes that were transferred from the Providence Office should not be destroyed. On the other hand, they should be forwarded to the Bureau. With reference to the Secret Automobile Numbers, these may be destroyed.

Copies of this communication are being directed to Pittsburgh, Albany, St. Paul and Detroit inasmuch as those offices recently took over other offices, and the same instruction applies to them.

cc - St. Paul
Albany
Detroit
Pittsburgh

323,013

THIS IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 ci/ag

Approved by the Executives Conference, consisting of Messrs. Tolson, Hince, Hendon, E. A. Tamm, Tracy, Rosen, Glavin and Nichols.

COMMUNICATIONS SECTION
MAILED - 11-19-45 PM

REC'D

INDEXED

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NOV 21 1945

EX-47

INITIALS ON ORIGINAL - 12

DL
50 DEC 6 1945

ORIGINAL COPY FILED IN

HHG:AR

November 6, 1945

Ym-24

Mr. H. K. Johnson
Federal Bureau of Investigation
735 U. S. Post Office,
Customs and Court House Building
Milwaukee 2, Wisconsin

Dear Mr. Johnson:

The Bureau approves the suggestion made by you to Special Agent R. W. Flach of the Bureau that all Agents of the Bureau be shown the Kodachrome slides, "The Identification, Packing and Shipping of Evidence", and I am glad to inform you that this will be done in the future during the course of In-Service schools.

Sincerely yours,

cc: Milwaukee
cc: Mr Clegg
cc: Mr Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 *ci/dg*

Approved by the Executives' Conference, November 1, 1945,
Messrs. Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen,
Coffey and Clegg, being present.

COMMUNICATIONS SECTION
MAILED - 11-9-45 - PM

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EX-8

66-2554-47249
FEDERAL BUREAU OF INVESTIGATION
NOV 23 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL - 12

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NOV 23 1945

11-19-45

THE DIRECTOR

THE EXECUTIVE CONFERENCE

LETTERS OF COMMENDATION

The Executive Conference on November 19, 1945, attended by Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Hendon, Hince for Clegg, Tracy, Ladd and Rosen, approved the recommendation that the Field be advised of the intended letters of commendation to those individuals who assisted in the National Defense program during the War and that these letters of commendations are to be used instead of the previously intended Meritorious Service Awards. There is attached hereto a letter to the Special Agents in Charge along this line.

Respectfully,
FOR THE CONFERENCE

"O. K. H."

Clyde Tolson

Edw. A. Tamm

RECORDED & INDEXED

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66-2554-41257
32 NOV 26 1945

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-20-92 BY SP-5 C/PK

NOV 27 1945

November 19, 1945

THE DIRECTOR

Executive Conference

Infra-Red Navy Equipment

At a meeting of the Executive Conference on November 19, 1945, attended by Messrs. Tamm, Glavin, Hendon, Coffey, Tracy, Nichols, Rosen, Eince and Ladd, the attention of the conference was called to an informal arrangement perfected by the Liaison Section whereby the Navy Department had discussed with the Liaison Section various equipment in the field of electronics which might be applicable to the Bureau's work.

The conference was advised that the Liaison Section had borrowed for testing by the Bureau's Laboratory an Infra-Red Ray machine which consisted of large portable infra-red searchlights with telescopes which were synchronized with the infra-red rays in such a way that a field or large area could be lighted at night with infra-red rays which are not visible to the naked eye but through the use of the telescopes it would be possible to observe the location of an extortion plant and observe the movement of any individual who might enter the area flooded by the infra-red lights.

The conference was advised that additional equipment of this type was available; that the Navy had indicated they would be glad to load a truck full of this electronic material and take it to Quantico for the purpose of making a night demonstration for the Laboratory or other persons in the Bureau who might be interested.

It was suggested to the conference that the Liaison Section continue this contact and develop it to the point where a specific date is set for such a demonstration and that the four or five Naval officers who will be necessary to bring the equipment to Quantico be authorized and invited to spend the night in the barracks at Quantico, in view of the fact that such a demonstration will last until late at night.

The Executive Conference was unanimously in favor of this recommendation. In the event you approve, appropriate arrangements will be made and a specific date set for such demonstration.

"O. K. H."

Respectfully,
For the Conference

Clyde A. Tolson

cc Mr. Clegg
Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5C/dg

Edward A. Tamm

70 NOV 27 1945

166-2554-4252
32 NOV 26 1945

RECEIVED
MHC:MR

THE DIRECTOR

November 5, 1945

THE EXECUTIVES' CONFERENCE

THREE EXAMINER SYSTEM IN THE DOCUMENT SECTION

The Executives' Conference on November 1, 1945, Messrs. Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen, Coffey and Clegg being present, considered the recommendations made by Inspector C. W. Stein following a review of the present practices employed at the FBI Technical Laboratory in which three technical examiners participate in reaching decisions in connection with handwriting and hand printing examinations. Four cases in which errors have been discovered were examined by Mr. Stein, in one of which all three examiners had available and saw all the available material in connection with the case in reaching their conclusion. In the additional cases the usual practice was followed of having the Principal Examiner make use of all the available material including the incoming letter and all previous specimens, but it was not required that the second and third examiners check all the previous correspondence including the letter of transmittal and therefore the second and third examinations made are purely on a technical basis in analyzing the questioned document. To bring about a correction Mr. Stein recommended as follows:

1. That all three examiners be held responsible not only for the technical aspects of the current examination but for a complete knowledge of the contents of the letter of transmittal, previous correspondence with the Laboratory in connection with the same case and previously transmitted specimens which are pertinent to or which assist in the current examination. That, in fact, the entire Laboratory file be reviewed by all three examiners and make a check of the descriptions of the evidence and names on the work sheet to see that they are correct as compared with the listings on the incoming letter of transmittal.
2. That the second and third examiners not be held responsible for the physical recording of the case, the preparing, the verifying and the initialing of the report and other administrative details. These details will continue to be the responsibility of the first examiner known as the Principal Examiner.

Mr. Stein discussed these recommendations with a representative number of examiners and all of them concurred in the necessity, reasonableness and practicability of the recommendations. Most of them admitted that conscientious examiners they followed this practice and most of them thought this was at present the rule, but some of them felt that when they were over-assigned or working under pressure that they had made rather hurried examinations which in part contributes to the errors. It was believed that with the completion of the New Agents' School October 27, 1945, six document examiners then in the New Agents' Class would

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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~~MEMORANDUM~~

MEMO FOR THE DIRECTOR

November 5, 1945

complete their Agents training and would return to the Laboratory, thus reducing the case load.

The 'executives' Conference held the following views:

Mr. Glavin recommended that the system of having these examiners participate in document identifications of handwriting and hand printing be discontinued. He felt that it was a waste of man power, and admitted lack of confidence in the technical ability of the Principal Examiners, unless in calligraphy, and uneconomical.

Mr. Coffey and Mr. Clegg concurred with the recommendations of Mr. Glavin that all three of the participating examiners should review all the file including the incoming letter of transmittal, and previously submitted specimens believing this was a proper safeguard since handwriting and document identification are based on expert "opinions".

Messrs. Tolson, Tracy, Hendon, Nichols, Ladd and Rosen felt that it would be satisfactory and desirable for the Principal Examiner and one of the two participating assistants to examine the complete file including incoming communications and all specimens and for the third examiner to make the examination based upon the questioned document and the specimen involved in making the identification. They felt that this would increase by 100% the detail study of the entire case, would not tie up too much man power and would provide adequate safeguard.

Respectfully,
FOR THE CHIEF OF FBI

Glyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9-28-92 BY SP5 ci/ky

The Director

November 15, 1945

The Executives' Conference

gmc
~~X~~ Stenographic Classes
~~X~~ Shorthand and Typing Classes

The Executives' Conference on November 15, 1945, considered the present stenographic class which is being held from 8 A. M. to 10 A. M. at the Armory for 24 students who volunteered for this course. This is a beginners course in which the students donate one hour of their time and the Bureau provides the other hour. The Chief Clerk's Office has advised that there is no need for additional stenographers and that there is an adequate supply of unassigned stenographers. It was suggested that the period of instruction be cut from two hours to one hour daily with the 60-60 basis being continued. This would place the class in an 8:20 A. M. to 9:20 A. M. period. The Conference was unanimous in approval of this change.

Those present were Messrs. H. A. Tamm, Tracy, Hendon, Nichols, Rosen, and Hince.

Respectfully,
For the Conference

OK
Clyde Tolson

D. A. Tamm

cc: Mr. Clegg
Mr. Hendon

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HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 elw/dcg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LAH/elw

20 NOV 28 1945

66-254-4854
HHC

you

The Director
The Executives' Conference

November 13, 1945

The Executives' Conference on November 13, 1945, recommended that, in view of the fact that there are disapprovals of applications for the FBI National Academy in rare instances only, the Training and Inspection Division become fully responsible for receiving, routing, and submitting the list of names of departments to be considered for each session of the Academy. Under this arrangement, the Training and Inspection Division would submit to the Executives' Conference only the names of departments about which there is some question. Of course, the summary of the investigation together with the usual invitation would be submitted as at present for approval at the time the invitation is extended. If approved, a memorandum of instructions to Mr. Clegg is attached.

Respectfully,
For the Conference

Clyde Tolson

Attachment
cc: Mr. Clegg
Mr. Hendon

LAN/elw

OK
H.
V

E. A. Tamm

323,013
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DATE 8-20-92 BY SP-5ci/deg

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

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EX-6

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EPC:AF

THE DIRECTOR

11/19/45

THE EXECUTIVE CONFERENCE

~~SOUND TRAINING FOR RADIO OPERATORS~~

~~Radio Operators School~~

The Conference on November 19, 1945, consisting of Messrs. E. A. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, Nichols, and Rosen, considered the suggestion of Special Agent in Charge Soscy that these radio operators who have been assigned to assist on technical surveillance be given the regular sound school training in Washington.

The Conference observed that - first, these employees are not Special Agents, and secondly, the present policy of the Bureau is not to too much emphasize specialized training courses at this time until it is more definitely determined what the Bureau's ultimate personnel quotas will be and who the personnel will be.

RECOMMENDATION:

For these reasons, the Conference unanimously recommends that the regular specialized sound training, as given to selected Special Agents, not be given to these radio operators.

In the event you concur, a letter to Mr. Soscy has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson EPC:AF
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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EX-51

NOV 27 1945

THE DIRECTOR

NOVEMBER 23, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy and Glavin, considered a suggestion submitted by Glavin to utilize a form letter in the forwarding of War Service Certificates to former employees.

It was pointed out by Glavin that there will be approximately 3,000 such certificates and it was felt that a letter such as the attached would save much time in the preparation and forwarding of these certificates to the field.

Should the Director approve, the letter will be prepared.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

NRG:AB

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-92 BY SP-5 CJD/deg

RECORDED

INDEXED

EX-61

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 27 1945

THE DIRECTOR

NOVEMBER 23, 1945

THE EXECUTIVE CONFERENCE

On November 16, 1945, the Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy, and Glavin, considered the suggestion of closing the San Diego Office at this time.

For the Director's information, there are 918 cases pending at San Diego at this time, 868 being regular cases, 597 having origin at San Diego, and 271 having origin elsewhere. There are only 30 National Defense cases pending.

Included in the cases pending are 571 Selective Service cases, 151 deserters, 24 National Motor Vehicle Theft Act cases, 22 Theft of Government Property cases and the majority of the remainder of the cases are in the regular investigative category.

The Conference feels, therefore, that no action should be taken at this time looking toward the closing of the San Diego office but that further consideration be given to this problem at the expiration of a 90-day period of time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

NOV 26 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

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NOV 27 1945

THE DIRECTOR

NOVEMBER 23, 1945

THE EXECUTIVE CONFERENCE

On November 16, 1945, the Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy, and Glavin, considered the suggestion of closing the Savannah Office.

For the Director's information, as of October 31, 1945, there were 1071 pending cases, 1048 being general investigative cases, 728 having origin in Savannah, 320 having origin in other offices, and only 23 national defense cases.

It was further pointed out that a number of cases pending at Savannah at the present time are such that it would be undesirable for the Bureau to close that office at this time. It is further noted that there are 397 Selective Service cases pending, 143 National Motor Vehicle Theft Act cases, 36 White Slave Traffic Act cases, 109 Theft of Government Property cases and a number of other such cases pending.

The Conference, therefore, recommends that further consideration be given to the closing of this office at the expiration of a 90-day period of time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

323,013
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DATE 8-20-92 BY SP5ci/dg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

Mr. Clegg
Mr. Hendon

RG:AB

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EX-61

66-2554-4259

THE DIRECTOR

11/20/45

THE EXECUTIVE CONFERENCE

The Executive Conference of November 19, 1945, consisted of Messrs. E. A. Tamm, Coffey, Hince, Tracy, Ladd, Rosen, Hendon, Nichols and Glavin.

Glavin pointed out to the Conference that for several years back a monthly report has been received from each Field Office advising the Bureau as to whether any confidential expenditures made have not been paid.

For the Director's information, this policy was begun when it had been ascertained several years ago that there were several large outstanding accounts to confidential informants which had not been paid for by Special Agents in Charge, the result being the cooperation received might have been discontinued.

Glavin pointed out that at the present time the Field is closely following this matter and it does not appear necessary to continue to receive these monthly reports since the items will be properly handled in the Field.

Should the Director approve, the Field will be properly notified.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

CC-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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November 15, 1945

THE DIRECTOR

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DATE 8-19-92 BY SPSC/dyf

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Rosen, Hendon, Hince and Tracy on November 14, 1945, considered the matter of name checks from the Civil Service Commission and Civil Service fingerprint cards.

The Civil Service Commission, due to budget curtailment, has drastically reorganized its investigative setup, two changes being made which affect the Bureau, i.e.:

1. Name checks of the Bureau's investigative files will no longer be requested of the Bureau by the Civil Service Commission except in cases they investigate. The Civil Service Commission is stopping investigations except those requested by various government Departments and Agencies. Heretofore, the Civil Service Commission investigated any applicant it desired to investigate.
2. Fingerprint cards will be submitted directly to the Bureau from government Departments and Agencies instead of through the Civil Service Commission as heretofore.

The Civil Service representatives advised the Bureau of the change in procedure and desired to know the Bureau's reaction, inasmuch as they desire to issue instructions to all Departments and Agencies under Civil Service.

The Executive Conference recommends the Civil Service instructions being issued advise government Departments and Agencies to refer fingerprints directly to the Identification Division inasmuch as this will not cause any additional work for the Bureau.

With reference to name checks, the Conference unanimously recommends the Civil Service Commission be advised not to refer government Departments and Agencies to the FBI for name checks inasmuch as the Bureau does not have the personnel to handle such name checks.

It is understood the Bureau will continue to make name checks for the Civil Service Commission, however the volume will be greatly reduced under

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 27 1945

MEMORANDUM FOR THE DIRECTOR

November 15, 1945

the Commission's reorganization plan.

If you approve, the Civil Service representatives will be advised orally by telephone and the attached letter will be sent to the Commission.

Respectfully,
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

The Director will be interested in reading Paragraph three of page two of the Commission's letter.

BT

- 2 -

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:hbm

THE DIRECTOR

November 23, 1945

EXECUTIVES CONFERENCE

met

The Executives Conference, consisting of Messrs. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, Rosen and Nichols, considered the practice of answering communications from foreign countries in the language of the country, the present practice being to first prepare the reply in English, then have it translated into the appropriate foreign language for the Director's signature.

According to protocol, as ascertained from the State Department, it is customary to use the English language regardless of the language spoken by the recipient of the letter; however, in very special circumstances there is no objection to replying in a foreign language.

The Conference was unanimous in recommending as a matter of policy that all outgoing letters be prepared in English and that they be translated into a foreign language only when some very special reason exists for this practice.

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Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Glegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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&
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66-2554-4262

NOV 27 1945

LBN:hbm

The Director
The Executives Conference

November 21, 1945

The Executives Conference, consisting of Messrs. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, Rosen and Nichols, considered the matter of granting the requests of the Los Angeles and Birmingham Offices for a recording of "the FBI March," which was played by the Marine Band and recorded by the Laboratory. This is the march prepared by Van Cleave, a portion of which is used as the theme for the radio program.

Messrs. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, and Rosen favored furnishing the recording not only to Birmingham and Los Angeles but to all field offices.

Mr. Nichols recommended against such a procedure on the basis of possible controversy from Pettillo and in view of the few times that the record could be used.

If the majority view is approved the record will be transmitted to the field. There are 50 recordings available in the Lab. at the present time.

Respectfully,
For the Conference

Clyde Tolson
Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

EX-5

EXHIBIT

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DATE 8-9-92 BY SP5CJ/deg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

11/23/45

INSTALLATION OF PUBLIC ADDRESS SYSTEM IN BASEMENT GYMNASIUM

The Executives' Conference on November 20, 1945, those present being Messrs. E. A. Tamm, Nichols, Hendon, Coffey, Rosen, Tracy, Ladd and Clegg considered the recommendation of Mr. Meyers of the gymnasium that a public address system be installed in the basement gymnasium of the Department of Justice Building. Mr. Meyers has ascertained from the Laboratory that there is available a public address system which is not presently being used and the reason for the recommendation is that it will permit at certain intervals of the physical training, the playing of records which will provide the count or cadence for the exercises and will not require the physical instructor to count off the cadence and thus will permit the physical instructor to give individual attention to those who are in need of personal instruction during a course of calisthenic drills. Another reason for the suggestion is that it will permit the numerous requests for the supervisors to answer the phone in the gymnasium to be announced over the public address system which will be more orderly than the present method of having the gymnasium attendants page the supervisor through the various portions of the gymnasium which makes a less desirable impression on visitors who may be making a tour at the time.

The Executives' Conference unanimously approved the recommendation.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

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DATE 8-19-92 BY SP-5C/ky

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EX-1

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

AR:MP

THE DIRECTOR

11-21-45

The Executive Conference

~~RE: THIS (ESCAPED MILITARY, MARINE AND NAVAL PERSONNEL)~~

On November 19, 1945, the Executive Conference, attended by Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Hendon, Hines for Clegg, Tracy, Ladd and Rosen, approved the attached Bulletin setting forth information concerning the policy to be followed with reference to handling escaped prisoners of the Army, Navy and Marine Corps.

The procedure to be followed which has been worked out with the armed services will authorize the Field to institute an investigation looking toward the apprehension of escaped military and naval personnel upon the condition that the Commanding Officer of the facility or his designated representative advise our local FBI office of the escape and requests Bureau assistance.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

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DATE 8-19-92 BY SP5ubg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

NOVEMBER 20, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy and Glavin, considered a suggestion made by Andrew K. Uggan that the Bureau address a communication to the Air Transportation Associations of America expressing the Bureau's thanks for the cooperation of the officials and employees of the airlines throughout the country for their assistance and cooperation throughout the war period.

At the time the suggestion was first considered by the Conference the suggestion was further made that such a communication also be forwarded to the Association of American Railroads. It has been ascertained that such an association has its Headquarters in Washington, and the Conference unanimously recommended that communications go forward to both associations since such communications will undoubtedly be reproduced in their travel journals which will go down to the benefit of the Bureau throughout the railroad and air industries.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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&
INDEXED

66-2534-4266
15 NOV 27 1945

CC: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRC:AB

20 NOV 28 1945

The Director

November 21, 1945

The Executives' Conference

must
~~Quarterly Supervisors' Conference~~

The Executives' Conference on November 21, unanimously approved the following schedule for the quarterly supervisors' conference to be held at the Seat of Government on Tuesday, December 11, from 7:30 P. M. to 10:00 P. M.:

7:30 - 7:55	War Frauds Investigations	Mr. E. W. Bachman
7:55 - 8:30	Preservation and Preparation of Physical Evidence	Mr. E. W. Flach
8:30 - 8:35	Recess	
8:35 - 9:00	The Status of Russian Espionage Today	Mr. L. Whitson
9:00 - 9:15	Refresher on the Classification of Fingerprints	Mr. G. J. Engert
9:15 - 9:45	Oral Quiz Based on FBI Handbook	Mr. J. A. Carlson

If approved, the attached memorandum will be sent to Bureau officials and supervisors.

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Coffey, Hendon, Nichols, Rosen, Ladd, and Hince.

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HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP-5CJ/orig

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
OK
Attachment

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EX-51

NOV 28 1945

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met
THE DIRECTOR

NOVEMBER 20, 1945

THE EXECUTIVE CONFERENCE

On November 16, 1945, the Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy and Glavin, considered a suggestion submitted by Special Agent Charles Wright, III,

Special Agent Wright suggests that the Bureau prepare a pamphlet setting forth sufficient statistics, coupled with enough of a summary of interesting cases, to comprise interesting overall picture of the achievements of the Bureau during the war years. Wright pointed out that many employees do not have an overall picture of the Bureau's achievements during the war.

The Conference feels that it would be undesirable to prepare such a pamphlet at this time, they feeling that its preparation would be unnecessary; that Bureau employees are cognizant of the work performed by the Bureau during the war period.

Should the Director approve, the Conference recommends that the attached communication go forward to Special Agent Wright.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK
JH
cc: Mr. Clegg
Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/da

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 28 1945

RECORDED

INDEXED

28

EX-51

46-2554-428

THE DIRECTOR

11/23/45

THE EXECUTIVES' CONFERENCE

NASSAU COUNTY POLICE DEPARTMENT
FBI NATIONAL ACADEMY

New York

The Executives' Conference on November 23, 1945, those present being Messrs. Tolson, Glavin, Tracy, Nichols, E. A. Tamm, Hendon, Coffey, Ladd, Rosen and Clegg, considered the recommendation of the New York Office that the Nassau County Police Department be considered favorably for a representative to attend the January, 1946 Session of the National Academy. The Bureau for the past few years has been consistently turning down this Department due to the hostility of Commissioner Abram W. Skidmore of that Department. Skidmore has now been replaced by Commissioner John Beckman who Conroy advises cooperates splendidly with the Bureau. There have been recent investigations of the Nassau County Police and several of its officials were indicted and there is still one trial to be held. Mr. Conroy stated orally that he was recently in Nassau County, appeared before the County Bar Association and he found the county police department to be pretty well shaken down and he thought the time was now propitious to accept one of their representatives and they have in mind designating Lieutenant Charles Russell, who will be in charge of their police training work in the future, to attend the Academy.

The Executives' Conference unanimously agreed that if Russell was thoroughly investigated or the selected representative it would be agreeable to accept a representative from that Department.

If this is approved the New York Office will be advised accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-4269

NOV 27

HHC:PJ
Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Garson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/dcg

EX-61

NOV 28 1945

THE DIRECTOR

NOVEMBER 23, 1945

THE EXECUTIVE CONFERENCE

On November 15, 1945, the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Hendon, Nichols, Coffey, Rosen and Glavin, considered a suggestion submitted by the New York Office that an Army jeep be purchased for that office.

The SAC stated that the jeep could be used for moving ammunition, targets and other materials on the range during fire-arms training at Camp Smith, Peekskill, New York.

The Conference recommends approval of the suggestion and should the Director approve, there is attached hereto a communication to the New York Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

WRG:AB

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5/deg

RECORDED & INDEXED
NOV 27 1945

166-2554270

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 28 1945

SAC, Pittsburgh

November 20, 1945

John Edgar Hoover, Director
Federal Bureau of Investigation

323,013

Neville Island Police Department
Neville Island, Pittsburgh, Pennsylvania

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5C/dg

With reference to your letter of October 29, 1945 advising of a request by Walter Bodziak, Assistant Chief of Police, you are advised it has always been Bureau policy to address communications to the head of the department and to the attention of the person signing the request if other than the head of the department.

The Bureau does not feel its policy in this regard should be changed and you should advise Mr. Bodziak accordingly.

With reference to Mr. Bodziak's statement that Chief Ross H. Willcock has indicated he will not use the Laboratory facilities of the FBI, it is desired that you tactfully and discreetly inquire further into this situation and advise the Bureau.

Approved by the Executive Conference, consisting of Messrs. Tolson, Glavin, Rosen, Hendon, Long and Tracy, November 13, 1945.

COMMUNICATIONS SECTION
MAILED - 11-3-45 P.M.

STP:js
50 DEC 6 1945

EX-40

66-2554-127

RECORDED

FEDERAL BUREAU OF INVESTIGATION

NOV 26 1945

U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 100-10270-1

323,013.
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-92 BY SP-5 C. L. D.

FBI WASH DC

11-16-45

8-33 PM

DTS

SAC, ALBANY

ROUTINE

Police Department

BASE. POLICE FIREARMS SCHOOL, OGDENSBURG, N.Y. REFER ALBANY CONVERSATION WITH BUREAU, NOVEMBER FOURTEEN. SA C. A. BASS, NEW YORK, BEING DESIGNATED TO FURNISH FIREARMS INSTRUCTION, NOVEMBER TWENTYSIX- TWENTYNINE, THREE HOURS EACH DAY. BUREAU AUTHORIZES ALBANY OFFICE USING BASS TO SUPERVISE AND RUN THE LINE WHILE OFFICERS SHOOTING. UNDERSTOOD THAT CHIEF MYERS, OGDENSBURG PD, ASSUMES RESPONSIBILITY WHILE OFFICERS SHOOTING.

HOOVER

Approved by the Executives' Conference, November 16, 1945,
Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Ladd and Hince being present.

NYC ADVISED

END

OK FBI AL TGC
DEC 6 1945

EX-47

NOV 21 1945

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-6-1490-11

THE DIRECTOR

The Executives Conference

November 27, 1945

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5 cplef

The Executives Conference consisting of Messrs. Tolson, Hendon, Coffey, Glavin, Clegg, Tracy, Ladd, Rosen and Nichols considered the present policy on the distribution of the FBI Law Enforcement Bulletin.

Recently the Conference recommended, and the Director approved, the putting back on the Mailing List of all persons taken off at the outbreak of hostilities; this brings the total distribution to 15,000 copies. At that time the Conference recommended, and the Director approved, that the Bulletin be sent to chiefs of police, sheriffs, assistant chiefs of police, chiefs of detectives, precinct captains and other ranking law enforcement officers, but that it not be sent to individual patrolmen except graduates of the FBI National Academy.

The Conference recommended as follows:

1. Mr. Tolson recommended that no change be made in our present practice of putting on law enforcement officers.

2. Messrs. Tracy, Glavin, E. A. Tamm, Hendon, Coffey, Clegg, Ladd and Rosen recommended that any police officer who writes in requesting the bulletin be placed on the Mailing List, even though other copies are being sent to his chief of police or superior; that this would also apply to all cities, including New York, where Assistant Chief of Inspectors, Albert Williams, has specifically requested that we send him 350 copies so that they could be distributed between the various precincts and officers.

3. Messrs. Tolson and Nichols recommended that if the majority view of the Conference is approved, that we not send copies of the Law Enforcement Bulletin to any officer who requests it from the New York Police Department in view of the specific request of the police authorities to give them 350 copies.

4. The Conference was unanimous in recommending that as an experiment the insert containing data on wanted notices and the like be sent only to sheriffs, chiefs of police and identification officers. This was cut down considerably in the amount of paper used for the insert. It was pointed out that the only way to do this would be to segregate the Mailing List. The Conference was unanimous that a trial be made.

5. The Conference approved the preparation of a list of sheriffs who will be sent the Law Enforcement Bulletin. This is presently being compiled.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Hendon

Clegg 1945

INDEXED

EX-12

OK: 6. The Conference recommended against restoring to the Failing List law enforcement officers outside the Western Hemisphere, but recommended this be considered again in approximately one year.

7. The Conference also suggested that we ascertain what the cost would be to have the bulletin printed by the Government Printing Office and to report this fact back to the Conference. Mr. Glavin is handling this.

OK,
H.
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

But consider
again on Feb 1, 1946
H.

The Director

November 21, 1945

The Executives' Conference

Stenographers' Manual of Instructions

The Executives' Conference on November 21, considered the suggestion of Miss Beulah E. Wolfe that a committee composed of one experienced and well qualified stenographer from each division be appointed to meet from time to time to consider changes in the stenographers manual. The regular correspondence class for unassigned stenographers has been held by Miss Wolfe for the past several weeks, and she has found that there are practices in the various divisions which vary from the manual provisions and in some cases practices are discovered which are not covered by the manual. Each such instance is being made the subject of a separate consideration.

However, Miss Wolfe is of the view that a much better job in reviewing the stenographers manual can be done if stenographers with a knowledge of existing practices in each division could contribute their knowledge and views before changes are made in the manual. Mr. Carlson who is in charge of such matters is in agreement.

Recommendation: The Executives' Conference unanimously recommended that such a procedure be followed and if approved, such a committee will be arranged by Mr. Carlson with the advice of the Assistant Directors.

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Coffey, Hendon, Nichols, Egan, Ladd, and Hince.

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP-5 CJD/gy

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED

INDEXED

176

EX-11

LAH/elw

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 NOV 27 1945

Jm
The Director

November 16, 1945

The Executives' Conference

The Executives' Conference, November 16, 1945, approved the attached letter to Special Agents in Charge which transmits a memorandum summarizing the Bureau's policies in field police training schools. This memorandum puts in one document a review and summary of the Bureau's position in police training. The advantages to be gained through participation in local police training schools, the Bureau's policy in the operation of local schools, zone schools, and state-wide schools, the Bureau's policies with respect to universities participation in police training schools, and Bureau regulations dealing with mechanics of organizing police training schools are described.

If approved, 12 copies of this memorandum will be furnished to each Special Agent in Charge with instructions that they should charge out one copy to each qualified police instructor for review and return.

It was felt that the exposition of the Bureau's policies and procedures in field police training would serve to clarify any questions which exist in the minds of the Special Agents in Charge. An explanation also has been made of the recent situation which arose out of the activities of the office of the American Municipal Association.

Respectfully,
For the Conference

OK
H
323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5 ELD/eq
Clyde Tolson
EAT
D. A. Tamm
NOV 28 1945
RECORDED
&
INDEXED
81
R
Q
W

Attachment

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LAH/elw

70 DEC 3 1945

THE DIRECTOR

11/23/45

THE EXECUTIVES CONFERENCE

**Destruction of Bureau Property*

The Executives' Conference on November 20, 1945, those present being Messrs. E. A. Tamm, Nichols, Hendon, Coffey, Rosen, Tracy, Ladd and Clegg considered the requests set forth in a number of letters from the Boston Office for authority to destroy files and records in the Boston Office as follows:

1. File entitled "Old Office Personnel File" containing correspondence from 1930 to 1932 relative to office administration and an inspection report dated April, 1931.
2. Inspection reports and correspondence relating to them from 1937-1945.
3. Personal and Confidential File from April, 1925 to January, 1932.
4. Cancelled checks, bank statements, used check book stubs and copies of Special Agent in Charge's expense accounts covering confidential items paid out of the confidential fund of the office for the period up to September 1, 1945 and to destroy similar materials each three months thereafter inasmuch as reimbursements are invariably made within a three months' period and the account is balanced monthly.

The Executives' Conference unanimously recommended that since it was a practice to permit field offices to destroy administrative files after they were three years old that the same rule should apply to the types of material above enumerated and thus all copies of inspection reports and correspondence relating thereto, material and vouchers dealing with the confidential fund, and contents of so-called personal and confidential files may all be destroyed after three years with the exception that before destroying the serials in the personal and confidential file the material should be reviewed by the Special Agent in Charge who would be authorized to retain any items which he feels should be retained for his future guidance including matters which might have a continuing interest in the office. The judgment of the Special Agent in Charge is to be relied upon in such instances.

If this is approved there is attached hereto a letter to Mr. Soucy and also an SAC letter in keeping with these recommendations.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

THE DIRECTOR

THE EXECUTIVE CONFERENCE

November 27, 1945

The Executive Conference considered the report of the Committee regarding the new lightweight armored vests. The Committee consisted of Messrs. Glavin, Egan, and Baughman. The Committee examined a new plastic material known as Noron. This material has a decided weight advantage, and on a comparison basis a 25 pound steel vest of the old type can in effect be reproduced, from the protection standpoint, in a 7 pound vest utilizing the new material. The Committee made thorough tests of the new material and the results are set forth in the Committee's report. All tests were generally favorable and it is best illustrated by the Committee's conclusion that the new type vest will give approximately the same protection as the old steel vest with the added advantage of less weight.

There can be made available for your examination one of these new type vests if you so desire. There is also available and can be shown in your office on short notice, a short motion picture of about six minutes duration which illustrates the use of this vest in tests. This film was prepared by the Navy.

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Coffey, E. A. Tamm, Hendon, Nichols, Clegg, Ladd, and Rosen concurs in the recommendations of the Committee that this vest be purchased for all offices. The Conference recommends that twelve vests be purchased for each of the ten larger offices and that three each be purchased for the remaining offices. These vests would be fabricated to our specifications and the purchase order would be divided into three sizes; small, medium, and large. We have been advised that the new type vest can be procured in quantity lots for about \$20.00 each as compared with a cost of \$100.00 each for the old type steel vest.

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP-5A/dg

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

This vest is also being shown to Inspector Gurnea
by Mr. Baughman. EPC

EX-40

DEC 3 1945

THE DIRECTOR

11/27/45

EXECUTIVES' CONFERENCE

EDWARD I. AUCONE, CAPTAIN
BEVERLY, MASS. PD
APPLICANT - 31st SESSION FBI NA

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Nichols, Tamm, Rosen, Hendon, Ladd, Coffey and Clegg being present, considered the application of Captain Edward I. Aucone, Beverly, Mass. PD. His application was submitted by Chief of Police Joseph C. Murney of his department who, when interviewed, advised that the applicant should never have been made a Captain; that another officer would have been more appropriate; that the applicant's promotion was due to "rotten politics"; that he had 3 years' experience and the other officers would probably resent being taught by one of such limited experience, particularly since the applicant's promotion was the subject of considerable criticism.

In 1929 the applicant on a charge of bastardy was adjudicated the father of a child of a woman other than his wife. He appealed and in March, 1930, was again adjudicated the father of the child and was ordered to pay confinement expenses and a weekly allowance but when the child was adopted by her maternal grandparents, the case was dismissed on a settlement whereby the applicant paid \$750. The applicant was married in September, 1929 before the charge of bastardy was brought against him in December, 1929.

The Executives' Conference concurred in the recommendation that this applicant be considered unfavorably and that the Boston Office be informed of this fact and instructed to notify the Chief of the Beverly, Mass. PD that because of his own personal comments the applicant is not acceptable.

A teletype to this effect is attached hereto.

Respectfully,
FOR THE CONFERENCE

RECORDED
&
INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Jones
Mr. Quinn Tamm
Miss Gandy

CC - Mr. Hendon
Mr. Clegg

Attachment

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/dcg

THE DIRECTOR

11/27/45

EXECUTIVES' CONFERENCE

~~PHYSICAL TRAINING FORM~~
- NATIONAL ACADEMY -

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Nichols, Tamm, Rosen, Hendon, Ladd, Coffey and Clegg being present, approved a 3x5 form to be printed on a card which will be filled out on the first day of each session of the FBI National Academy by the students of the Academy which will reflect any known physical defects and disabilities of the students in order to serve as a guide to the physical instructors in the gym until the physical examination has been given.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

HHC:ED

CC - Mr. Hendon
Mr. Clegg

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5ci/dej

RECORDED

&
INDEXED

66-2554-4279

30 NOV 29 1945

EX-47

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 DEC 3 1945

November 21, 1945

SAC, Albany

RE: SATURDAY DUTY

Dear Sir:

Reference is made to your communication of November 9, 1945, wherein you advise that a stenographer is assigned to Saturday duty from 8:30 a.m. to 12:30 p.m. and that the employee takes the necessary compensatory leave on the following Monday.

The Bureau has no objection to your continuing this schedule; however, it is felt that it could be set up as a regular schedule.

Very truly yours,

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 C/PJG

John Edgar Hoover
Director

On November 16, 1945, the Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hince, Nichols, Coffey, Hendon, Tracy, and Glavin approved the above letter.

COMMUNICATIONS SECTION
MAILED - 11-23-45 - PM

WEG:AB

RECORDED
- 622

66-2554-67280
FEDERAL BUREAU OF INVESTIGATION
11-29-1945
U.S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-20-1073 Destroyed per 66-3886-602

LBN:aml

THE DIRECTOR

November 28, 1945

The Executives Conference

met

The Executives Conference consisting of Messrs. Tolson, Ladd, Morgan, Hendon, E. A. Tamm, Tracy, Glavin and Nichols considered the staff Christmas card for this year and unanimously recommended that the attached card marked "number 1" be used. If approved, it will be prepared by Mr. Gauthier and the envelopes will be purchased from conference funds.

Respectfully,
For the Conference

Clyde Tolson

OK
p.
E. A. Tamm

Attachment

CC-Mr. Hendon
Mr. Clegg

323,013.
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 Cj/deq

RECORDED
&
INDEXED

66-2554-4281
NOV 30 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOV 30 1945

THE DIRECTOR

11/28/45

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Rosen, Nichols, Hendon, Coffey and Tracy, considered a suggestion by Miss Marietta Dawson that the wording in two forms letters be changed to indicate a search through "the files of the Identification Division."

The Executive Conference recommended the two forms letters be changed to read "the fingerprint files of the Identification Division." If approved, the necessary instructions will be issued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-19-92 BY SP5C/afg

RECORDED
&
INDEXED

66-2554-4282
13-11-11
30 NOV 30 1945

EX-47

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3 1945

THE DIRECTOR

11/28/45

THE EXECUTIVES' CONFERENCE

The Executives' Conference on November 23, 1945, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Tamm, Hendon, Coffey, Ladd, Rosen and Clegg, considered the proposed school for the railroad police of the Chicago & North Western Railroad of Chicago. The Chief of that police force has asked the Bureau to conduct a school for the 46 employees of that railroad plus additional railroad special agents which would total 110 students and to give instructions in twelve different subjects as listed. The Executives' Conference unanimously felt that the Bureau should not conduct this school but that it could and presently should assist by giving instruction or discussing the following subjects: Theft from Interstate Shipment; Laboratory Aids; Fingerprint Identification; and that other subjects should be handled by the railroad police or other officials and organizations; otherwise there would be other private and industrial organizations which would request assistance from the Bureau in running schools and the precedent would be ill advised, particularly because of the potential labor problems involved.

It is felt that the Agent in Charge could advise the head of the railroad police that as far as the Bureau was concerned their representative could attend regular police schools conducted throughout the territory but that the Bureau would not conduct or take charge of a school solely and exclusively for these private officers.

The Executives' Conference also felt that a letter to all Special Agents in Charge should go forward including these points. There is also attached hereto a letter to the Chicago Office in reply to their communication.

Respectfully,
For the Conference,

✓
Olyde Tolson RECORDED
&
INDEXED

E. A. Tamm

EX-47

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5/deg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

14-00000

THE DIRECTOR

November 15, 1945

EXECUTIVES' CONFERENCE

83425

The Executives' Conference on November 13, 1945 considered the arrangements for training schools on Thanksgiving Day November 22. One class of 60 men will be at Quantico and one class of 40 men will be in Washington. The larger class begins November 19 and marks the return to the former procedure of 80 men coming in each week.

The Conference considered the fact that transportation and other difficulties make the giving of a holiday to the men at Quantico less attractive to them. We have had classes at Quantico on Armistice and Labor Day with the men having the opportunity of taking compensatory leave on returning to their field offices. No unfavorable comments were reported from class members.

The Conference felt the same rule should apply to the class which is at Washington which is in force at Quantico and particularly should this be so at this time because the class which will be in Washington Thanksgiving Day is the same one which missed one day of training Monday of this week because they were not brought in until Tuesday. In view of the holiday on Armistice Day.

Recommendation: The Executives' Conference recommends that in-service training classes be held as usual on Thanksgiving Day, 9:00 A.M. to 6:00 P.M. Those present were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Rosen, Ladd, and Hince.

Respectfully,
For the Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5CJ/dq

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

E. A. Tamm

RECORDED
&
INDEXED
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EX-83

66-2554-4284
FEDERAL BUREAU OF INVESTIGATION
NOV 28 1945
U. S. DEPARTMENT OF JUSTICE

SAC, San Diego

November 13, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

CHECK TRANSMITTAL LETTERS

Reference is made to your letter of October 31, 1945, concerning the suggestion which was made by you and discussed with you and SAC Wilcox of the Buffalo Field Division concerning the preparation of a form letter to be supplied to local law enforcement agencies for the purpose of facilitating their transmittal of fraudulent checks to the FBI Laboratory for examination.

Please be advised that this suggestion has been considered by the Bureau and though the suggestion has some merit it is not felt advisable at this time. Primarily, the supplying of a form letter might create the impression that the Bureau is indiscriminately soliciting submissions and that the individual police agencies would thereby be doing the Bureau a favor in submitting these cases when actually the Bureau is performing a valuable service for the police, and no submissions are desired except where the Bureau can supply helpful information. Also the observation has been made that such a form letter may in a few instances actually discourage submissions due to the inability of police officers to completely execute the form.

As a compromise, it is anticipated that in a future issue of the FBI Law Enforcement Bulletin an article pertaining to this will set forth the desirable information to be included in such submissions. Those agencies having a sufficient number of submissions may desire to make up their own form letter as has already been done by a few constant contributors.

CC-SAC, Buffalo

DJP:EH

Considered by Executive Conference and covered by Exe. Conf. memo of 9-6-45. Conf. consisted of Messrs. Tolson, Landon, Ladd, Morgan, Rosen, Coffey, McGuire, Tracy, and Glavin. (Re use of form letter).

COMMUNICATIONS SECTION
MAILED - 11-15-45 - PM

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-9-92 BY SP5CJ/deg

RESORDED

1-4216
FEDERAL BUREAU OF INVESTIGATION
NOV 20 1945
U. S. DEPARTMENT OF JUSTICE

EX - 40

ORIGINAL COPY FILED IN

LBN:hbm

The Director

November 28, 1945

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Coffey, E. A. Tamm, Hendon, Clegg, Ladd, Rosen and Nichols, considered the matter of destroying the fingerprint cards of aliens interned and registered during World War I.

These cards are filed in a large package. They have not been indexed, nor have they been searched. When the cards were first received the Conference unanimously opposed and you approved that we not file or search these fingerprint cards, which are on an unusual size form which would not readily work into our current files.

Now that the war is over, the Conference was unanimous in recommending that the cards be destroyed as they take up valuable space and serve no valuable purpose.

Respectfully,
For the Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/dcg

Clyde Tolson

Edward A. Tamm

cc - Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

6-2554-4286

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SJT:js

THE DIRECTOR

11/28/45

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Rosen, Nichols, Hendon, Coffey and Tracy, considered a suggestion by Special Agent J. V. O'Grady that the available fingerprints of persons known to have been actively involved in espionage or subversive activities be placed in the single fingerprint file. He suggested further that fingerprints of key figures in known subversive organizations likewise be placed in the single fingerprint file, together with those of unexecuted espionage agents in allied custody.

The Conference was unanimously opposed to the suggestion, believing the possible benefits from the work would be so little as to not justify the expense. If you approve, there is attached a letter to Special Agent O'Grady thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

303013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5/ldg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

INDEXED

EX-47

THE DIRECTOR

11/28/45

THE EXECUTIVE CONFERENCE

~~LABORATORY~~ TECHNICIAN ASSIGNED TO EACH FIELD DIVISION

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hendon, Coffey, Nichols, Clegg, Ladd, and Rosen, on November 23, 1945, considered a suggestion by Special Agent Charles W. Arnold of the Laboratory to the effect that there be regularly assigned to each field office a laboratory technician. The function of this technician would be to consult with the Special Agent in Charge on scientific matters and to be in charge of the operation and maintenance of technical equipment and to generally assist on investigations involving scientific problems.

The Conference was unanimously of the opinion that at the present time it would be quite impossible to consider assigning a laboratory technician to every field office. The Conference pointed out that the Laboratory is already short of scientific personnel and that it would be an impossibility to obtain trained personnel for the purpose recommended, at this time. A letter to Arnold has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

EPC:AF

323,013

RECEIVED

8-19-92 BY 85 c/dcg

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&
INDEXED
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EX-47

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

DEC 1 1945

THE DIRECTOR

11/29/45

THE EXECUTIVE CONFERENCE

~~POLICE RADIOS IN BUREAU CARS~~
~~STATEWIDE RADIO - NEBRASKA SAFETY PATROL~~

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Hendon, Nichols, Clegg, Ladd, Rosen, considered a request from the Omaha Office which is predicated upon the fact that for the first time in the State of Nebraska a statewide police radio network is being set up by the State Police. Considering the situation as outlined by the Omaha Office, the Conference recommends:

1 - That all Bureau automobiles which normally operate in the State of Nebraska be equipped with a radio receiver which will be tuned to the State Police network.

2 - That four two-way units which will permit radio talk-back from four Bureau cars to the Nebraska State Police be purchased and installed in four automobiles in the territory.

3 - That the Omaha Office retain the four two-way units now installed in cars out there which operate on an FBI frequency and therefore would not be connected into the State Police network. This recommendation is made so that the office will be equipped with cars to perform a special job in which they might not desire that all police cars in Nebraska be able to listen in.

4 - That existing equipment already ordered for the Omaha Office before this letter was received be now transferred to the Detroit Office where there is ample need for its use.

In the event you approve, a letter to the Omaha Office has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson ☒ Mr. Clegg
Mr. E. A. Tamm ☒ Mr. Hendon
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5ci/deg

RECORDED
&
INDEXED

EX-47

66-25544-269

THE DIRECTOR

THE EXECUTIVE CONFERENCE

November 13, 1945

323,013

THIS IS UNCLASSIFIED

DATE 8-19-92 BY SP-5 u/dey

The Executive Conference consisting of Messrs. Glavin, Tracy, Hendon, Hince, Long, Rosen, Tolson, E. A. Tamm, and Nichols, considered two additional requests of the Los Angeles County Civil Service Commission in connection with their efforts to employ an individual to head the crime laboratory of the Los Angeles County Sheriff's Office. Previously their request that the Bureau prepare questions to assist in the preparation of an examination to be rendered to applicants for this job and their request that a representative of the Bureau participate in the interviewing of such applicants were considered. The former was approved and the latter was disapproved, and the SAC at Los Angeles was so advised by teletype on October 10, 1945. Since that time the suggested questions have been forwarded to the SAC at Los Angeles to be turned over to the Los Angeles County Civil Service Commission.

Donald H. Curtis, Examiner of the Los Angeles County Civil Service Commission, has now requested that the Bureau's Laboratory run control tests on certain material to be examined by the candidates for this position in order that the Civil Service Commission will know better what to expect from these candidates when they set forth the results of their examination. In addition, he has asked whether it would be possible for a representative of the Commission to conduct interviews with applicants for this position at the St. Louis, New York City, Boston, Chicago and several other Field Divisions since such a representative would have no available place for such interviews without arrangements being made with unknown representatives in various Civil Service Commissions. SAC R. B. Hood at Los Angeles recommended that the Bureau participate as fully as possible in connection with their efforts.

The Conference was unanimously opposed to rendering assistance in connection with either of these requests. In this connection it is not felt that we have available personnel for running these control tests or that we have office facilities that we could make available to him in these various cities. In addition, it is believed that the granting of these two requests or participating in the interviews previously mentioned would tie the Bureau in too closely with the selection of a head of this laboratory which would be extremely unwise.

If you approve there is attached a teletype to the SAC at Los Angeles to this effect.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Hendon
Mr. Clegg

Respectfully,
For the Conference

EX-47

Clyde Tolson

E. A. Tamm

RECORDED
INDEXED

66-2054-4290

OK

11/13

THE DIRECTOR

THE EXECUTIVE CONFERENCE

12/3/45

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-9-92 BY SP-5 CJP/deg

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Coffey, Hendon, Harbo, Ladd, Rosen and Clegg considered the policy and practice in issuing Identification Orders and Wanted Posters on Bureau fugitives. is a general practice Identification Orders are not always issued on subjects of Wanted Posters and when issued they have not been simultaneously handled.

The majority of the Conference recommends that Identification Orders be issued not later than two days after the Wanted Flyers have been issued. Mr. Rosen pointed out that the purpose of the Wanted Notice was to get immediate publicity as to most prominent fugitives. They do not carry the complete information carried on the Identification Order such as fingerprints, fingerprint classification, complete criminal record and relatives. It was pointed out that often this detailed information is not available at the time the Wanted Poster is put out. According to present rules and regulations, it is often necessary to conduct detailed inquiries in order to secure the up to date addresses of the various relatives, to verify the various arrests and to get the other necessary information on the Identification Order. Mr. Rosen pointed out that it was due to this that the Identification Order and the Wanted Poster were not put out simultaneously in the past. The Conference felt, however, that sufficient information for the Identification Order could be secured within the two-day period.

Mr. Rosen and Mr. Hendon recommended as an alternative to simultaneous issuance of the Wanted Poster and the Identification Order that the Wanted Flyer bear the full fingerprints of the subject as now carried on the Identification Order. They felt that this would serve the purpose of placing the fingerprints on record with the various police departments throughout the country through the issuance of just one poster. Mr. Tamm, together with the rest of the Conference, was opposed to this suggestion upon the basis that it would be a hybrid arrangement. He pointed out that we objected to the New York Police Department and other agencies submitting fingerprints to be filed in the Bureau's Identification Division upon any form other than the regular fingerprint card. He felt that for us to adopt this practice would be establishing a policy to which we presently object, even though the points might be added to the poster in such a way that they could be used therefrom and filed in the fingerprint files of the various police departments.

I definitely approve

the majority view & I want it to be put into effect at once.

Respectfully,
For the Conference

Mr. Clegg effect at once. Clyde Tolson

E. A. Tamm

LBN:hbm

SAC, San Antonio

November 21, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

Lieutenant Colonel WALTER B. MAGNESS
Randolph Field, Texas

As you pointed out in your letter of November 13, 1945, it is contrary to our well-established policy to execute an affidavit such as you transmitted with your letter commending Lieutenant Colonel Magness. There is no objection, however, to your suggestion of writing Colonel Magness a letter of appreciation.

①
Approved by the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, Rosen and Nichols.

COMMUNICATIONS SECTION
MAILED - 11-23-45 - PM

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6-19-92

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RECORDED

EX-40

66-2554-4292

NOV 30 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 62-17237-1686

HHC:PJ

THE DIRECTOR

October 22, 1945

THE EXECUTIVES' CONFERENCE

PHILIP DUNHAM REED

323 013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5CJ/dcg

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Nichols, Ladd and Clegg being present, considered the suggestion of Mr. E. A. Tamm that Mr. Philip Dunham Reed be considered as a future speaker at Graduation Exercises of the National Academy. Mr. Tamm met Mr. Reed at San Francisco and described him as a very dynamic, personable man who was also at a dinner in New York attended recently by Mr. Tom Watson of International Business Machines and the heads of thirty or forty of the larger corporations in which a program for the development of international business was outlined.

Who's Who In America for the years 1944-45 discloses that Reed was born in Milwaukee, Wisconsin on November 16, 1899. He received his B.S. in Electrical Engineering at the University of Wisconsin in 1921. He also obtained an LL.B. degree from Fordham University in 1924, an LL.D. from Union College in 1941 and a D. Eng. from Rensselaer in 1941.

He married Mabel Mayhew Smith on July 16, 1921.

He was associated with the law firm of Pennis, Davis, Marvin & Edmonds from 1921 to 1922. He was patent counsel for the Van Heusen Products Corporation from 1922-26. He was with the General Electric Company from 1926-42, beginning as a member of the law department, then becoming assistant to the president and then director, which position he held from 1927-39. He became chairman of the board of General Electric, which position he held from 1940-42. He then became associated with the Office of Production Management and the War Production Board where he was employed from February 1941 to July 1942. He went to London as a deputy chief to the Harriman Mission and was so engaged from July, 1942 to October, 1943. Next he was chief of the Mission for Economic Affairs, which position he held after October of 1943. He is a director of the Bankers Trust Co., the Metropolitan Life Insurance Company and a member of the business advisory council for the Department of Commerce. He is also a member of the governing body of the National Industrial Conference Board.

He is a Republican, a Congregationalist and a member of the following clubs:

University Club (New York)
Apawamis
Manursing Island (Rye, New York)

His home is at Rye, New York and he maintains an office at 570 Lexington Avenue, New York, New York.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

323 013
OCT 23 1945

ORIGINAL COPY FILED IN 94-34972-3

102 10 1945

The conference unanimously recommended that his name be placed on a list of potential speakers in the future. It was not believed to be advisable to invite him at any particularly early date due to the fact that he did not appear to be too well known from a National standpoint but his name would be considered in the future when selecting speakers for subsequent graduations of the Academy.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Hendon
Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: Mr. Nichols

DATE: November 5, 1945

FROM: R. T. Harbo

SUBJECT: UNIFORM CRIME REPORTS
REPORTING AREA, 1945323 013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5/dcg

As of October 1, 1945 we had received reports for one or more months of 1945 from 5,245 contributors, which is about 200 less than we had during 1944. Based on our past experience, we will not equal last year's record unless we have our Agents in the field contact certain of the agencies.

I believe we should endeavor to exceed the 5,448 contributors we had during 1944 by having Agents contact those law enforcement agencies who forwarded crime reports during 1944 but who have not contributed thus far this year.

As you will recall, around July 1 we requested field office contacts in eleven States for the purpose of obtaining 100% contribution from urban and county agencies in these States.

RECOMMENDATION:

It is therefore recommended that the attached letter and statement be printed and forwarded all field divisions except those who have previously been requested to make such contacts this year.

There is attached hereto a list showing by field office the number of places that would have to be contacted if this recommendation is approved. As you will note, the total contacts for all offices would be 165.

Attachment

ADDENDUM; LEM:HEM; 11/8/45

Executives Conference unanimously recommended approval.

RECORDED

66-3554-612907
FEDERAL BUREAU OF INVESTIGATION

DEC 4 1945

EX-33

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orig. 12/14/45 mch

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EAT:DS

TO: DIRECTOR

EXECUTIVE CONFERENCE

12/4/45

The Executives Conference considered the question raised by Mr. Tamm as to whether the Bureau should at this time make any change or variation in its policy of investigation the activities of the Communists within the United States. Mr. Tamm pointed out that at one time a program had been attempted in which an effort was made to conduct sufficient background investigation as to permit the Bureau's having a record of the name, physical description, residence and employment of every member of the Communist Party. This program, it was pointed out, was too ambitious a one to be properly perfected and, accordingly, the program was changed to require each field office to be conversant with Communist Party activities in its district and open active cases only upon "key figures". Mr. Tamm pointed out that the "key figure" designation may apply to national officials of the organization or at the field office level, but the key figures are fundamentally those who are active, moving and effective in the activities in a field office district.

After general discussion, it was the recommendation of the conference that the present "key figure" program be continued with a constant effort being made from Washington to confine operation to the "real key figures". For your information, there is attached hereto the Bureau bulletin of April 18, 1945, which outlines the key figure program and which the conference recommends continuing. You will note that the "key figure" designation is interpreted upon the basis of "the extent of an individual's influence in a Communist organization, in a trade union, and on the general public."

Those in attendance at the Conference were Messrs. Tolson, Galvin, Tracy, Coffey, Hendon, Morgan, Ladd, Rosen and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson,

Edw. A. Tamm

CC- Mr. Clegg
Mr. Hendon

Attachment

323 013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 3-19-92 BY SP5C/dg

THE DIRECTOR

12/4/45

THE EXECUTIVES' CONFERENCE

gm

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Hendon, Nichols, Harbo, Ladd, Rosen, and Clegg on December 3, 1945 considered the attached summary of the application of Captain Ard M. Pratt, nephew of the Sheriff at Portland, Oregon, for attendance at the next session of the National Academy. From 1929-1935 Pratt was employed by the Oregon State Police. The records show he resigned but confidential information indicates he was requested to resign for falsifying his daily reports. It appears that he was going with a girl who had been previously married and was divorced and was having relations regularly with this girl and the girl's father filed a complaint charging seduction but after five other members of the Oregon State Police testified that they had had relations with the same girl a no bill was returned.

Since 1936 it appears that he has been a good officer, is being groomed for Sheriff and the Executives' Conference unanimously recommended that since his activities since 1936 had been above reproach that he be considered as acceptable. If this is approved there is attached hereto an invitation for the applicant to attend.

Respectfully,
FOR THE CONFERENCE

✓
Clyde Tolson

Eat
E. A. Tamm

RECORDED
&
INDEXED

DEC 10 1945

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-3 ci/deg

EX-47

66-2554 (37)
OK
H.

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	cc - Mr. Hendon
Mr. Coffey	
Mr. Glavin	Mr. Clegg
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurne	
Mr. Harbo	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

HHC:RJ
DEC 10 1945

SST:obp

December 4, 1945

THE DIRECTOR

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 C/dec

0
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Coffey, Rosen, Hendon and Tracy on December 3, 1945, considered a recommendation that the file copies of certain Identification Division forms be discontinued. of Ident. Div.

The Conference was advised by Mr. Tracy that the four form letters are used for the following purposes:

1. Form R-122, letter returning fingerprints.
2. Form R-116, letter returning duplicate fingerprints.
3. Form R-101, letter returning fingerprints on request.
4. Form R-17, form returning fingerprint cards not susceptible of accurate classification with check mark as to reason for return, such as fingers not properly rolled, etc.

The Conference unanimously recommends that the file copies of the above referred to form letters no longer be filed, as it is the experience of the Identification Division they are seldom, if ever, referred to.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson ☒ Mr. Clegg
Mr. E. A. Tamm ☒ Mr. Hendon
Mr. Clegg ☒
Mr. Coffey ☒
Mr. Glavin ☒
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Rosen ☒
Mr. Tracy ☒
Mr. Carson ☒
Mr. Egan ☒
Mr. Hendon ☒
Mr. Pennington ☒
Mr. Quinn Tamm ☒
Mr. Nease ☒
Miss Gandy ☒

RECORDED
&
INDEXED
121

EX - 40

DEC 10 1945

THE DIRECTOR

12/4/45

THE EXECUTIVES' CONFERENCE

~~WE~~ FIREARMS SPARE PARTS RUNNING INVENTORY —
QUANTICO, VIRGINIA

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Hendon, Nichols, Harbo, Ladd, Rosen and Clegg on December 3, 1945 considered the fact that spare parts for firearms are now maintained in the Armory at Quantico and orders from field offices are filled from this stock pile. During a recent audit of the records at Quantico the suggestion was made that something in the nature of a perpetual inventory be maintained for these various items of equipment. No one single item is very expensive. The repository is very carefully supervised and guarded and although it may conform to what may be called sound principles to maintain a perpetual inventory of these parts it does provide an additional clerical system which could be avoided and for which apparently no real necessity exists.

For this reason the Executives' Conference unanimously recommended that such a record not be maintained.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurne _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon

Mr. Clegg

HHC:PJ

RECORDED
&
INDEXED

66-3651-4298
F B
32 DEC 6 1945

EX - 47

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED.
DATE 8-19-92 BY SP-5C/dg

THE DIRECTOR
THE EXECUTIVE CONFERENCE

NOVEMBER 28, 1945

323,013
THIS IS UNCLASSIFIED
DATE 8-19-92 BY SP-5A/leg

On November 27, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Hendon, Clegg, Ladd and Glavin considered a suggestion received from SAG Acers of the San Antonio Division concerning a public address system for this division.

SAG Acers stated that in the event the Bureau has available a small, portable public address system, it could be advantageously assigned to the San Antonio Office. He states that the request is based primarily on the use of such a system in connection with the law enforcement conferences. He points out that there are in attendance at many of these conferences anywhere from 135 to 175 people, that the conferences are held in auditoriums, theatres, court rooms and other available places and the acoustics are sometimes bad. Mr. Acers feels that such a public address system would remedy such a situation and improve the conference as a whole, insuring that all persons present in any part of the theatre would hear the proceedings. He stated that on the present series of conferences a public address system has been borrowed for use and it has been particularly beneficial in presenting the subject, "Testifying in Court," that the Bureau representatives can be heard easily; however, police officers used as witnesses have difficulty in speaking loudly enough for the entire audience to hear. Mr. Acers further advises that by use of the public address system it might be possible to encourage officers to participate in quiz programs by handing them a microphone at their seats along the lines of the Doctor I.Q. program.

For the Director's information, a public address system, as suggested by Mr. Acers would cost approximately \$350.00.

The Conference, after consideration of this matter, does not feel that the purchase of such a public address system for the San Antonio Division would be justified and that in most of the public auditoriums a public address hookup is available and it is not felt that a mobile microphone such as used in the Doctor I. Q. program is at all necessary in our police conferences and that such facilities should not be essential in audiences ranging from only 135 to 175 people.

Should the Director agree with the Conference's recommendation in this matter, the attached letter should be forwarded to SAG Acers.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Clegg
Mr. Hendon

WRG:lrd

RECORDED
66-2554-4293
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
E. A. Tamm

ORIGINAL COPY FILED IN 66-97-24

Mr. Tracy

November 23, 1945

1.1 DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Coffey, Egan, Hendon and Tracy on November 21, 1945, considered a suggestion of Mr. J. R. Hobyak of the Single Fingerprint Section that in latent fingerprint cases all Special Agents be instructed to obtain roll prints as well as fingerprints of all individuals involved in Barry case.

The Conference was unanimously of the opinion it would be more economical and just as efficient for the Single Fingerprint Section to telegraphically request roll prints in those cases where necessary rather than have Special Agents take roll prints in addition to fingerprints in all cases. In some instances, the number of elimination prints is considerable.

If you concur, there is attached hereto a letter addressed to Mr. Hobyak thanking him for the suggestion.

Respectfully,
For the Conference

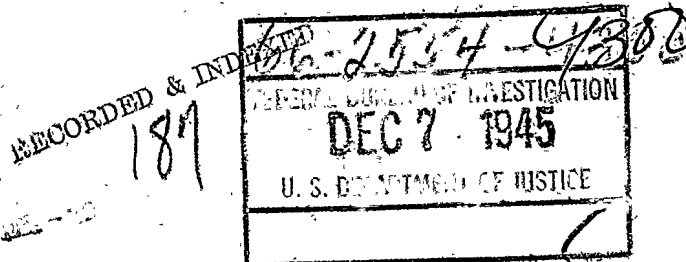
323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5C/dcg

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy



ORIGINAL COPY FILED IN 66-2554-4300

cc - Mr. Tamm
Mr. Rosen
Mr. McCabe
Mr. Keep
Mr. Molloy

December 5, 1945

THE DIRECTOR

A. WOLFE

LETTERS - NAVY MEDICAL ABBREVIATIONS
OF THEIR DESCRIPTIONS

The Navy Department and the Marine Corps, in requesting Bureau assistance in the location of deserters, include in the physical descriptions the subjects' scars and marks. In describing these scars and marks, the Navy Department and the Marine Corps use Navy medical abbreviations which are not always readily understandable. The Charlotte Field Division has secured a list of Navy medical abbreviations used in this regard, and it is believed that these would be helpful to the Agents in the Field who are handling these cases.

Action Recommended

It is recommended that the attached Bureau Bulletin, which sets forth the meaning of these abbreviations, be forwarded to the Field.

Attachment

ADDENDUM: On December 5, 1945, the Executive Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Coffey, Clegg, Ladd and Rosen, approved the attached Bureau Bulletin.

323 013
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66-2554-44301
FEDERAL BUREAU OF INVESTIGATION
1945
DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 DEC 17 1945

ORIGINAL FILED IN 66-1280-42-4698

THE DIRECTOR

December 5, 1945

THE EXECUTIVE CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5C/pag

*Wanted Notice

The Executive Conference of December 4, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Harbo, Coffey, Mumford and Glavin considered a suggestion submitted by Special Agent G. Rynd Miller of the Portland Division during the recent inspection of that Office by Inspector Gurnea. Agent Miller suggests that photographs of bank robbers be furnished in color.

Miller points out that witnesses would oftentimes comment after viewing the photographs that they resembled the suspect, however it was difficult to be positive and would then ask questions as to the color of the hair, eyes, complexion, et cetera. Miller feels that colored photographs would be relatively simple to prepare, and he was of the opinion that with little difficulty a colored photograph could be taken of a suspect and mailed to any part of the country where it may be exhibited to witnesses.

The Conference was advised that color photography is a complicated procedure at the present time; that not only is it a difficult task to make colored photographs, but that there is a possibility that colors of the different photographs would differ slightly.

For the Director's further information, it has been ascertained from Mr. Dunlop of the Laboratory, who is an expert on color photography, that it would take six continuous hours - not allowing time for the drying of the negatives - to make a colored photograph; and that the cost of such photographs would be approximately \$15 for the first colored print and each subsequent print would cost approximately \$3.

The Conference is opposed to the adoption of this suggestion, feeling that the plain black and white photographs presently issued by the Bureau serve their purpose.

EX - 40 INDEXED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

10 1945

THE DIRECTOR

December 6, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference of December 4, 1945, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Harbo, Coffey, Mumford and Glavin considered a suggestion submitted by Special Agent Jones of the Crime Records Section that the Catholic Encyclopedia costing approximately \$50 be secured. It was pointed out to the Conference that the usual cost of this Encyclopedia is \$325 and being able to purchase the Encyclopedia for the amount of \$50 is definitely a bargain.

For the Director's further information, this Encyclopedia contains all information concerning the Catholic faith, locations of churches, schools and all other pertinent data relating to Catholicism. The Conference, with the exception of Messrs. Tolson and Glavin, recommended that the Bureau purchase this Encyclopedia, they feeling that it would make a useful addition to our library. Should the Director agree with the majority's recommendation, immediate steps will be taken to purchase the Catholic Encyclopedia.

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Clegg
Mr. Hendon

Clyde Tolson E. A. Tamm

NRG:val

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-92 BY SP-5 CJD/gy

RECORDED
&
INDEXED

177

EX-40

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

OFFICE MEMORANDUM UNITED STATES GOVERNMENT
HJF:KLN

TO: THE DIRECTOR

DATE:

December 5, 1945

FROM: A. ROSEN

323,013

SUBJECT: BUREAU BULLETIN - ILLEGAL WEARING OF
THE UNIFORM - STATUS OF THE MEMBERS
OF THE MERCHANT MARINE AND PERSONNEL
OF THE U. S. MARITIME SERVICE

ALL INFORMATION CONTAINED
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DATE 8-19-92 BY SP5C/deg

In view of the apparent misunderstanding concerning the status of Merchant seamen and personnel of the U. S. Maritime Service in connection with the Illegal Wearing of the Uniform Statute, it is recommended that the attached Bulletin be forwarded to all investigative employees.

Attachment

Addendum: The Executive Conference on December 5, 1945, with Messrs. Tolson, Coffey, Glavin, Tracy, Harbo, Clegg, Ladd and Rosen in attendance approved the attached Bureau Bulletin.

Director's notation: "O.K.H."

66-2554-4304

12-10-1945

me
SAC, New York

November 29, 1945

John Edgar Hoover, Director, Federal Bureau of Investigation

OK
28
~~Gas Capsule Developed by the~~ Kidde Manufacturing Company

Reference is made to your letter of October 25, 1945, concerning a gas-filled cartridge manufactured by the ~~Kidde~~ Kidde Manufacturing Company, Inc.

This item has been carefully examined in the Bureau. It is not felt that at the present time it would have application to any of the Bureau's problems. It is suggested, accordingly, that you so advise the manufacturer.

EPC:AF

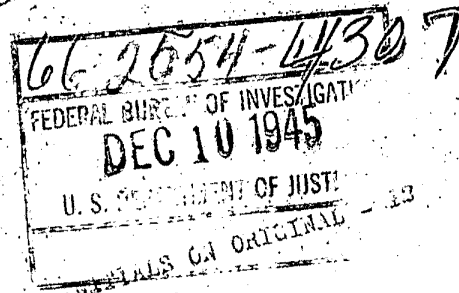
NOTE: This item was considered by the Exec. Conf. and not felt to have any application at this time because of inherent hazards in the use thereof. EPC

Communications Section
Mailed - 11/30/45 PM

323,013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5 u/dep

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RECORDED & INDEXED
1945
EX-47



50 DEC 17 1945

met

THE DIRECTOR

11/20/45

THE EXECUTIVE CONFERENCE

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP-5C/deg

The Executive Conference of November 19, 1945, consisting of Messrs. E. A. Tamm, Coffey, Hince, Tracy, Ladd, Rosen, Hendon, Nichols and Glavin, considered a suggestion by the Special Agent in Charge at Knoxville.

The SAC at Knoxville states that a review of the Form Manual reflects we still have form FD-108; that as a matter of fact, this form appears to be obsolete and serves no useful purpose.

A copy of the form is attached hereto.

Glavin pointed out to the Conference that this form is used primarily at the present time for reporting the travel of Agents on subpoena, and the Bureau is usually advised by the office to which the Agent is subpoenaed concerning the travel before this particular form is received. He recommends this form be discontinued. The Conference agrees.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

1 ENCL filed with
orig. 12/2/45 met

CC-Mr. Clegg
Mr. Hendon

WRG:JM

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

FEDERAL BUREAU OF INVESTIGATION

DEC 12 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3482-

60 DEC 20 1945

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: Mr. Glavin

DATE: 11-26-45

FROM: J. E. Edwards

SUBJECT: Bureau Automobile Accident
1942 Ford Sedan - Damage, \$200.00
Date - 10-14-45
Radio Operator Norman C. Cissna

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY [signature]

DETAILS

On October 14, 1945, at about 12:15 A.M., Radio Operator NORMAN C. CISSNA was involved in an accident with an automobile owned by LLOYD B. FAST and operated by CLAUDE RIGGLE.

CISSNA said he came upon two cars which had just collided and were partially obstructing the highway and to warn on-coming traffic he turned the Bureau car around and parked it a few feet from the wrecked cars on the left hand side of the street near the curb and connected the two red emergency lights, the headlights being turned on dim. A MR. THOMAS W. ALLEN also was warning traffic approaching the wreck with a flashlight. CISSNA stated that while he was gone to phone for an ambulance and the state police, the third party failed to heed the signals and ran into the parked Bureau car. CISSNA said it was quite obvious that the third party was under the influence of alcohol and that RIGGLE stated he had seen the flashlight warning.

RIGGLE advised he was not intoxicated, that he had seen no warning signals and that the lights of the Bureau car were on bright and blinded him. RIGGLE stated he thought the Bureau car was proceeding toward him and he attempted to miss it but failed to do so, running into the left front fender of the Bureau car with the left front fender of the car he was driving. MRS. RIGGLE, occupant of the third party's car, reiterated substantially the same information. FAST, to whom the car belonged but who was driving another car immediately behind RIGGLE, said he had observed the red lights on Bureau car after the wreck but did not recall seeing any one signaling with a flashlight. From the general demeanor of FAST and his reiteration that the Bureau car was "parked on the wrong side of the road" the impression was gained that FAST might be interested in obtaining compensation for the damages done to his own car. FAST said he had insurance with the Lumberman's Casualty Company, Glencoe, New York.

Witnesses stated that the third party's car was traveling with considerable speed and that with all the warning signals they could not understand why the third party ran into the Bureau car.

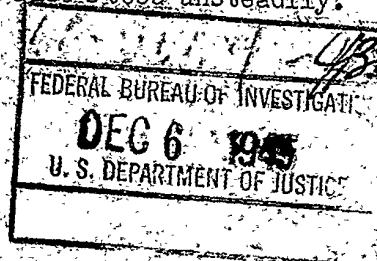
Police Officer RALPH L. BLANK stated he could not understand why RIGGLE had driven into the Bureau car unless it was because he was intoxicated, since several cars had successfully negotiated around the first wreck as a result of the warning lights from the Bureau car. BLANK said RIGGLE did not act drunk upon being questioned but there was a strong odor of liquor on his breath. Sergeant WALT HADFIELD said he had observed RIGGLE standing at the side of the road and had received a definite impression that he was weaving somewhat in his walk and also stood unsteadily.

DAMAGE

1. Bureau Car - \$200.00
2. Other Car - \$150.00
3. Personal Injuries - None

RECORDED

EX - 40



SAC'S RECOMMENDATION

SAC Thornton recommended that Radio Operator GISSNA not be held responsible for damages to Bureau car.

ACTION RECOMMENDED

It does not appear that Radio Operator GISSNA is at fault in this instance and it is recommended that the SAC be instructed to attempt to collect for the repairs of the damage to the Bureau car from the third party through his Insurance Company.

On November 27, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Hendon, Clegg, Ladd and Glavin agreed that the Agent should not be held responsible for the accident.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

WRG: lrd

THE DIRECTOR

DEC 12, 1945

EXECUTIVES' CONFERENCE

~~PERSONALLY-OWNED FIREARMS~~

On December 11, 1945, the Executives' Conference with Messrs. Glavin, Tracy, Harbo, Nichols, Hendon, Mumford, Rosen and Morgan in attendance, considered an inquiry made by the Milwaukee Office as to whether it is necessary for an agent to procure authority from the SAC in each office to which he may be assigned to carry a personally-owned firearm or whether once such authority has been procured from an SAC and the necessary record made there is no further necessity for obtaining such authority from subsequent SACs.

The Conference unanimously was of the opinion that once authority is obtained from an SAC by an agent to carry his personally-owned firearm, it should not be necessary for the agent to obtain such authority from subsequent SACs. In order to provide a permanent record readily available to an SAC, however, the Conference unanimously recommended that a manual provision be made to reflect that a copy of the letter to the Bureau showing the date authority was granted to carry a personally-owned firearm, together with the make, type, calibre and serial number of the firearm, be maintained in the personnel file of the agent to whom the authority is granted.

If approved, an appropriate provision will be placed in the Manual of Rules and Regulations.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5U/dcy

cc: Mr. Hendon
Mr. Clegg

EPL:ER

Tolson
E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
EX - 40
50 DEC 20 1945

MEMORANDUM

THE DIRECTOR

AUGUST 22, 1945

EXECUTIVES' CONFERENCE

FILM ON PRACTICAL PISTOL COURSE

On August 22, 1945, the Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, McGuire, Tracy, Hendon and Morgan, considered negotiations with Mr. Dudley Hale of Pathe News, Inc., with respect to a training film based on the FBI Practical Pistol Course. In a letter dated August 9, 1945, Mr. Hale had inquired as to whether the budget suggested in his letter of June 7 was satisfactory, he inclosing a copy of the letter which had been directed to Mr. Nichols. He points out therein that after detailed study of the script his company is now able to set a price of \$12,300 for the complete job, this figure to include script work, photography, complete expenses for crew during production, all titles, opticals, sound recording and so forth, as well as for a 35 mm composite black and white print for the Bureau. Mr. Hale pointed out that any number of additional prints either in 35 mm or 16 mm size may be had at the usual commercial rates depending on the eventual footage of the picture.

It was noted by the Conference that Mr. Hale has already submitted to the Bureau the script covering the picture which has been returned to him with certain suggestions based on observations made by various officials at the Bureau.

While recognizing the need and value of the film, the Conference felt that at this particular time it would not be apropos to make an expenditure of this amount for such a film. The Conference accordingly recommended that Mr. Hale be called personally with respect to his letter with a request, if agreeable to him, that the matter be deferred until some future date, the Conference having in mind a date when the Bureau's appropriation for the postwar period is more definitely defined.

Respectfully,
For the Conference

323,013
ALL INFORMATION CONTAINED
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DATE 8-19-92 BY SP-5A/dcg

RECORDED

INDEXED

66-2554-4210
FEDERAL BUREAU OF INVESTIGATION
DEC 17 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

E. A. Tamm

EX - 40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Rendon
Mr. Clegg

1946

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LBN:HBM

THE DIRECTOR

November 1, 1945

EXECUTIVE CONFERENCE

323,013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5/dcg

**Pathe News, Inc.*

The Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Coffey, Hendon, Tracy, Glavin and Nichols, considered the matter of a training film.

For the Director's information, Mr. Nichols arranged for Dudley Hale of RKO to make a survey of our training on the practical pistol course and to prepare a script on a training picture. This was done so that RKO could give some basis on which an estimate could be made. Subsequently, Mr. Hale advised that they could make a two-reel training film on the practical pistol course for \$12,500, which would include work on the script, photography, and complete expenses during production, titles, sound recording and everything. This would be for the negative, and the Bureau would have to pay for extra prints, which would probably not run more than \$1,500 to \$2,000 for all the prints that we would need.

Mr. Nichols felt that at that time this price was out of line, and he, accordingly, has taken the matter up with General Munson of the Army Pictorial Service. Munson stated that they were confronted with two practical problems: first of all, their force is being broken up; and, secondly, the question of legality arose. He thought that even if the legality could be worked out that they would not have the personnel to do this.

Mr. Nichols also took the matter up with the March of Time, who have had considerable experience in training films. The view of the March of Time was that they would like to do it, and they quoted a figure not to exceed \$5,000 per reel and they would give the Bureau the benefit of anything under that. However, Time, Incorporated recently established a ruling that the March of Time could not do any outside work. This ruling was not aimed against the Bureau; it was aimed against making a commercial film for Chesterfield cigarettes.

Mr. Nichols also discussed the matter with Louis deRochemont and Henry Hathaway. Hathaway stated that if we had a picture made he would be very glad to direct such a picture and handle the details without charge, not even his expenses; that all it would cost the Bureau would be the "out of pocket" for the technical recordings, and the like.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference was unanimous in recommending we accept the RKO offer and go ahead and make the first training film on the practical pistol course. This would give us some experience in making

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RECORDED

66-2554-4311

FEDERAL BUREAU OF INVESTIGATION

DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 8

DEC 26 1945

Memorandum to the Director

training films, and by the time this film was made the situation would be resolved and we could then, based on this experience, chart the course in the future in making additional training films.

The Conference was unanimous in recommending that, if the recommendation is approved, we go ahead with the training film at the price of \$12,500, and that the matter be handled through the Chief Clerk's Office as any ordinary fiscal matter.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

ADDENDUM: EAT:DMG 11/6/45

I do not agree with this conclusion. I think that the timing in this situation is bad because we are curtailing our operations over a broad field due to curtailment of appropriations and I think the people in the Department who handle the vouchers in Andretta's section and in other parts of the Department will probably utilize an expenditure of this kind against us by bringing it to the Attorney General's attention. I most heartily believe in the production of a training film of this kind but I don't think this is the time to undertake it.

November 20, 1945

SAC, Dallas

RE: BUREAU PROPERTY - AUTOLOBILE

Dear Sir:

Reference is made to your letter of November 6, 1945, wherein you advise that you do not consider tools, flashlights, FBI auto tags, and tire chains as non-expendable property in the inventory.

This is to advise you that the Bureau is desirous of having these items included in the automobile inventory and they should be included in the future.

Very truly yours,

John Edgar Hoover
Director

cc - Mr. Newman

On November 16, 1945, the Executive Conference, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hance, Nichols, Coffey, Hendon, Tracy and Glavin approved the above letter.

COMMUNICATIONS SECTION
MAILED - 11-22-45 - PM

WRG:AB

RECORDED

EX-8

323,013
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DATE 8-19-92 BY SP5/dyg

66-2554-4313

FEDERAL BUREAU OF INVESTIGATION

11-27-1945

U.S. DEPARTMENT OF JUSTICE

DEC 1 - 6 1945

ORIGINAL FILED IN 66-10

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

DATE:
December 10, 1945

TO : MR. R. T. HARBO

FROM : MR. H. B. LONG

SUBJECT: EXAMINATIONS FOR PRIVATE INDIVIDUALS
HAVING TO DO WITH ALLEGATIONS OF
SABOTAGE BY THE POISONING OF FOOD,
DRINK, ETC.327,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5C/deg

Section 28 of the Laboratory Manual points out that it is contrary to the general policy to make examinations for private organizations and citizens. However, the following is stated:

"In order to assist in preventing general hysteria throughout the Country and reduce paper work and activity in connection with the more numerous war time allegations an exception to the above procedure is now permitted. In those cases in which it is suspected that food or drink may be poisoned, mysterious powders left around to injure people, and similar allegations of sabotage, the Laboratory may examine the material submitted and if it is found to be innocent the contributor may be so advised directly."

This exception to the general policy was put into effect on March 30, 1943, through a memorandum issued to all sections of the Laboratory by the then Chief of the Laboratory, Mr. E. P. Coffey. The Records Section put forth considerable effort in order to locate material which was the authority for the issuance of these instructions but to no avail. Therefore, they were apparently issued upon the receipt of oral authority.

In view of the termination of hostilities there appears to be no reason at this time to continue this exception to our general policy of not making examinations for private organizations and citizens.

RECOMMENDATION: That this exception to our general policy be discontinued and that we make no further such examinations. If approved the necessary instructions will be issued to the personnel of the Laboratory and the Laboratory Manual changed accordingly.

ADDENDUM 12/12/45: Unanimously approved by Executive Conference
This date. Present: Messrs. E. A. Tamm, Harbo
Hendon, Ladd, Morgan, Nichols, Rosen.

HBL:EH

INITIALS OF CRIMINAL

RECORDED

66-2554-4374

DEC 18 1945

U. S. DEPARTMENT OF JUSTICE

51 JAN 3 1946

337

ORIGINAL COPY FILED IN

AR:WH

THE DIRECTOR
THE EXECUTIVE CONFERENCE

12/15/45

~~EXEMPT FROM INTERSTATE SHIPMENT POSTERS~~

The Executive Conference today attended by Messrs. E. A. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd and Rosen, unanimously approved the attached letter to the Honolulu Division, advising that it is believed the present distribution of the posters adequately covers the situation and that it is not believed advisable to display these posters on board all vessels carrying cargo of an interstate nature.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-92 BY SP5CJ/deg

RECORDED & INDEXED

EX - 11

66-2554-4315
22 DEC 20 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

60 DEC 26 1945

THE DIRECTOR

DECEMBER 17, 1945

EXECUTIVES' CONFERENCE

MAINTENANCE OF AN ADMINISTRATIVE TICKLER
BOX IN RESIDENT AGENCIES

The Executives' Conference on December 14, with Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen and Morgan in attendance, considered a suggestion made by SAC Suran that the Bureau authorize the maintenance of an administrative tickler box in the offices of resident agents in order that the latter will have an administrative system whereby certain administrative details which must be attended to by the resident agents could be properly followed by them without the constant sending of routing slips. In this regard it is noted that resident agents are regularly required to check statements of contract garages, to submit crime survey information, to contact National Academy associates and to make similar regular and routine checks.

The Conference unanimously felt that such an administrative device would be of assistance to the resident agents and that, accordingly, appropriate instructions should be issued authorizing the maintenance of an administrative tickler box in the offices of resident agents. Appropriate instructions are attached for approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/dcg

cc: Mr. Hendon
Mr. Clegg

EPM:ER

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED
172

EX-47

SAC, PITTSBURGH

December 7, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FBI NATIONAL ACADEMY

Reference is made to your letter of November 27, 1945 submitting suggestions arising as a result of your contact with Chief Prendergast of the Sewickley Police Department and other graduates of the National Academy to the effect that since there is considerable worry on the part of the class members about the speeches which they have to make in class, it would be desirable for each student at the opening of the Academy to make a short speech about his department and town in order to ease the tension and to make the students more accustomed to speech making.

In the sessions of the Academy the students are called upon to teach two or three subjects and to make at least two speeches and this performance has always been a matter of considerable worry and thought on the part of the students as is to be expected. It is not believed that to require them to make a speech about their department and home towns on the opening day would improve this in any respect. On the opening day of the Academy each class member is introduced by name, title, and department, his home town and state are also identified and the student comes forward and meets those in charge of the school and is then assigned a seat in alphabetical order in the class room. It is believed to be inadvisable to create additional tension on this opening day which would be the result of adopting the suggestion which was submitted. It is a normal part of the duty and the expected function of those who attend the Academy to make speeches and teach classes since they will be expected to do this same type of work on their return to their departments following their graduation. I do appreciate very much your thoughtfulness in submitting this suggestion.

Communications Section
Mailed - 12/8/45 PM

HHC:rs

Approved by Executives' Conference November 5, 1945, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Coffey, Ladd, Rosen, and Clegg.

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP-5C/dy

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66-2554-4317
FEDERAL BUREAU OF INVESTIGATION
DEC 17 1945
U. S. DEPARTMENT OF JUSTICE

56 JAN 9 - 1946
337

ORIGINAL COPY FILED IN 1-4-71

THE DIRECTOR

December 19, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference of December 17, 1945, consisting of Messrs. E. A. Tamm, Tracy, Rosen, Ladd, Hendon, Harbo, and Glavin considered a suggestion submitted by the Cincinnati Division concerning the locking of cabinets at night.

SAC Holloman advised under date of December 11, 1945, that the Cincinnati Office is located on the sixth floor of the Post Office Building and the only other office in the same wing is the office suite of Judge John D. Martin of the U. S. District Court of Appeals. The Post Office Building has 24-hour guard service and also checking stations throughout the building for guards to patrol the building, and one such checking station is located in the wing of the sixth floor where the field office is located.

SAC Holloman recommended, therefore, that the Cincinnati Office not be required to lock all the file cabinets each night after the office is closed. For the Director's information, the hours of the Cincinnati Office are from 3:00 AM to midnight.

The Conference unanimously felt that in order to afford maximum protection to the files of the Cincinnati Office after the office is closed, the cabinets should be locked. Subject to the Director's approval, the attached communication will go forward to Mr. Holloman.

Respectfully Submitted,
FOR THE CONFERENCE

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5ci/dy

E. A. Tamm

Clyde Tolson

cc Mr. Hendon
Mr. Clegg

URG:rfj

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

36 DEC 29 1945

EX - 47

DEC 20 1945

g
TO: THE DIRECTOR

DATE: 12/17/45

FROM: A. ROSEN

SUBJECT: ~~LEADS TO CHECK RECORDS OF~~
~~WINTER GENERAL HOSPITAL, TOPEKA, KANSAS~~

Since the Winter General Hospital, Topeka, Kansas, has been converted into a Veterans Administration Facility, the files and records of the hospital are now maintained at the Commanding Officers' Records Depot, Omaha, Nebraska. Attached is a Bureau Bulletin instructing the field to set forth leads to check such records for the Omaha Division.

RECOMMENDATION

That the attached Bulletin be approved.

Attachment

ADDENDUM: Approved by the Executive Conference on 12/19/45, with Messrs. E. A. Tamm, Glavin, Morgan, Harbo, Tracy, Ladd and Rosen in attendance.

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DATE 8-19-92 BY SP5C/dig

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66-2554-4319
1946

COPY FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

DATE: 11-27-45

TO : THE DIRECTOR

FROM : EXECUTIVES' CONFERENCE

SUBJECT: PHYSICAL TRAINING FORM

AT FBI - NATIONAL ACADEMY -

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Nichols, Tamm, Rosen, Hendon, Ladd, Coffey and Clegg being present, approved at 3x5 form to be printed on a card which will be filled out on the first day of each session of the FBI National Academy by the students of the Academy which will reflect any known physical defects and disabilities of the students in order to serve as a guide to the physical instructors in the gym until the physical examination has been given.

Respectfully,
FOR THE CONFERENCE

OK. H.

Clyde Tolson

E. A. Tamm

HHC:HD

CC - MR. Hendon
Mr. Clegg

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DATE 8-19-92 BY SP-5 Cw/dcf

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INVESTIG.

OF JUST.

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-4-7190

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : EXECUTIVES' CONFERENCE
 SUBJECT: **Q. 31. Dist. ...*

DATE: NOVEMBER 28, 1945

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Coffey, Clegg, Ladd, Nichols and Rosen, considered the problem of communication between the field and the Seat of Government under emergency conditions such as a general strike affecting all private communication companies. It is pointed out that at the present time, in addition to the ordinary telephone service, we have the following communication setups:

1. Telemeter. This directly ties up Washington with Chicago, San Francisco and Los Angeles. An ordinary strike would not affect this service in any way since sufficient supervisory personnel would be furnished to maintain service and no operators are required; however, in case of a general strike this service might well be totally disrupted and unavailable since it is not under the direct and complete control of the Bureau.

2. Teletype. In addition to our ordinary teletype setup, we have a direct line teletype between Washington, New York City, Baltimore, Philadelphia, Newark and Boston. An ordinary strike at any point, for instance such as those which recently occurred on the part of telephone operators at Chicago and at Washington, would not affect this service and it is probable that even an extensive strike would only cause a temporary break down since supervisory employees could afford maintenance service. A general over-all strike, however, conceivably could eliminate this means of communication the same as telemeter.

3. Telephone. We have a direct telephone line between Washington, New York City and Newark. A strike of operators ordinarily would not affect this but it, too, is not completely free from interruption through a general strike call.

Steps are presently again being taken looking toward the installation of a complete telemeter system between all the offices which is furnished by the Western Union Company. This was previously approved by the Director for installation but the war made the equipment unavailable. If installed it ordinarily would not be affected by isolated strikes of operators but there again an over-all strike could conceivably put it out of operation.

A subcommittee composed of Messrs. Clegg, Nichols, Coffey and Hendon pointed out to the Conference that with our present means of communication we were not absolutely insured against a complete break down and failure in the event of a complete communications strike although there was a pretty good chance that with anything short of a complete strike emergency service could be afforded through supervisory employees of the various companies involved, such as was done at the time of the recent operators' strike at Washington.

cc: Mr. Hendon
 Mr. Clegg

RCH:ER

323,013

INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8-19-92 BY SP5C/dcg

ORIGINAL COPY FILED

This committee looked into the question of emergency radio communication. It has been estimated that to install a complete radio communication system which would afford 24-hour coverage between the Bureau and 44 field division and between the various offices under any conditions would cost as follows:

Non-recurring radio installation	\$666,080
Annual personnel costs	609,200
Other annual operating costs	782,848
Total cost for first year	<u>\$2,058,128</u>

The annual operating cost would amount to an estimated	
Annual personnel cost	\$ 609,200
Other annual operating cost	782,848
Total annual operating cost	<u>\$1,392,048</u>

The subcommittee further pointed out that according to the policy of the Federal Communications Commission regular radio traffic should not be utilized within the continental United States where land wire communications are utilized and there might be some difficulty in ever setting up a radio communications system which would displace other present means of communication. The committee felt and the Conference agreed that at the present the cost of such a service probably made is prohibitive.

It was then pointed out that we presently have on hand 15 450 watt stations. The committee pointed out that due to the low power of these stations it is not possible at all hours of the day to reach from various points in the country where our offices might be located to Washington. They are not technically designed for routine day in and day out operation due to this power limitation but will work satisfactorily on a favorably scheduled contact. In other words, if one of these stations were located at Denver, Colorado, there might be two times during a 24-hour period each day when the station could go through clearly to Washington. During the rest of the time each day its signals could not be picked up. To install these stations scattered strategically among fifteen offices would cost per each as follows:

Installing engineer's salary and per diem	
23 days at \$22.50	\$517.50
Local contracting for antenna poles, etc.	350.00
Total	<u>\$867.50</u>

For a grand total of \$13,012.50

In addition it was estimated that the annual maintenance engineering salary and per diem, 28 days @ \$22.50, would cost \$630 per station and that the total floor space for each station would cost \$252.

Messrs. Clegg and Coffey of the subcommittee, joined by Messrs. Tamm, Ladd, Tracy and Rosen, recommend that the fifteen 450 watt stations presently on hand be installed in strategic offices throughout the country. While realizing that the use of these stations is limited to a favorable schedule each day due to their power limitations they felt that they would afford some cheap insurance in

the case of an over-all communications strike. While realizing that an emergency such as a kidnaping case might break during a strike at some point other than a territory in which one of the 15 stations was installed, they believed that through plane or some type of courier service messages could be gotten to the nearest radio station and then to Washington. They felt that this was better than nothing and, in addition, Mr. Tamm said that he felt the installation of these stations could be considered but one step toward the installation finally of a really over-all radio communications system.

The remainder of the Conference consisting of Messrs. Tolson, Glavin, Nichols and Hendon recommended against the installation of the 15 stations. They feel that except under the very worst strike conditions our other systems of communication will not completely break down. They further feel that these small radio stations located in only a few offices would not furnish satisfactory services under general strike conditions and that they actually furnish but very little, if any, insurance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

DECEMBER 12, 1945

EXECUTIVES' CONFERENCE

SUGGESTION

SPECIAL AGENT J. B. BOONE

The Executives' Conference on December 11, 1945, Messrs. Glavin, Tracy, Harbo, Nichols, Hendon, Mumford, Rosen and Morgan in attendance, considered a suggestion made by Special Agent Supervisor J. B. Boone that in the future a list of men who have accepted appointments to the FBI National Academy be circulated among Bureau supervisors and officials approximately 30 days before time for the next session to begin; that along with this list there be a suggestion that supervisors and officials personally acquainted with officers coming to Washington write personal letters to them inquiring if they might be of any assistance in handling personal problems, such as finding a place to stay.

The Conference noted that at the present time facilities are available through the Training and Inspection Division for the placing of National Academy men in places to live upon their arrival in Washington. It was felt that the procedure as suggested would mean that some few of the officers as might be known personally to supervisors and officials at the Seat of Government would receive what might be regarded as preferential treatment with resultant resentment on the part of other officers scheduled to attend the Academy who were not contacted.

The Conference recognized, however, the value of Bureau officials' and supervisors' getting in touch with men attending the Academy upon their arrival or shortly after their arrival as a means of building up closer relationships and further cultivating officers in attendance. Accordingly, it was unanimously recommended that a mimeographed list of those attending each session of the Academy be distributed to Bureau officials and supervisors on or shortly after a class of the Academy begins, accompanied by a suggestion that contact be made with any of the officers who might be personally known to the Bureau official or supervisor.

Attached for approval is a letter to Mr. Boone expressing appreciation for his suggestion.

323 013
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HEREIN IS UNCLASSIFIED
DATE 6-19-92 BY SP5CJ/deg

Respectfully,
For the Conference

RECORDED

&
INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EPH:ER 100 20 1945

THE DIRECTOR

DECEMBER 12, 1945

EXECUTIVES' CONFERENCE

EDWARD I. AUCONE, CAPTAIN
BEVERLY, MASSACHUSETTS, POLICE DEPARTMENT
APPLICANT - 31ST SESSION FBI NA

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5 C. HEG

The Executives' Conference on December 11, 1945, Messrs. Glavin, Tracy, Harbo, Nichols, Hendon, Mumford, Rosen and Morgan being in attendance, reconsidered the application submitted on behalf of Captain Aucone to attend the 31st Session of the FBI NA. It is recalled that the Conference originally recommended unfavorably concerning this applicant inasmuch as the Chief of Police, Joseph C. Murney of the Beverly Police Department, when interviewed, advised that the applicant should never have been made a captain; that another officer would have been more appropriate; that the applicant's promotion was due to "rotten politics"; that he had three years' experience and the other officers would probably resent being taught by one of such limited experience, particularly since the applicant's promotion was the subject of considerable criticism.

The Boston Office was instructed to inform Chief Murney that Aucone's application was being considered unfavorably in view of the personal comments made by the Chief that the applicant is not acceptable. After talking with Chief Murney, SAC Soucy advised by telephone on December 7 that the Chief became greatly excited and stated he had talked to the agent investigating Aucone very frankly since he, the Chief, felt that Aucone had become captain as a result of undesirable political activities but that Aucone was very friendly with the mayor. Chief Murney, so Soucy stated, advised that the mayor wanted Aucone to attend; that a representative was coming from a neighboring town; and that Chief Murney would be "on the spot" if Aucone were not accepted. Murney was anxious to come to Washington to ask for reconsideration since he desires Aucone to attend in spite of his comments inasmuch as the latter is the only eligible man in the department to receive the training.

It is to be noted in 1929 the applicant on a charge of bastardy was adjudicated the father of a child to which decision he appealed and in March of 1930 was again adjudicated the father of the child and ordered to pay confinement expenses and a weekly allowance. When the child was adopted by her maternal grandparents, the case was dismissed on a settlement whereby the applicant paid \$750. The applicant was married in September of 1929 before the charge of bastardy was brought against him in December of that year. Mr. Soucy has advised that both the Chief of Police and Mayor of Beverly were aware of the bastardy charges but pointed out that Aucone had subsequently behaved himself; had been doing a good job; that the community had forgiven him and that Aucone was possibly the next Chief of Police after a few years at Beverly.

12/14/45 - Memo to Mr. Clegg re: Boston adv. of Director's conclusions. Egm: Lch: 1

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

Hendon
Carlson

The Director says
up - had to take
him into the academy
12-13
66-2554-4372

Car
H
W

Considering SAG Soucy's recommendation that favorable action be taken on the application, together with the fact that the Chief of Police is extremely anxious that Aucone attend the Academy, the Conference unanimously recommended that Aucone be admitted to the 31st Session of the FBI NA.

If approved, appropriate communications are attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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MANUAL OF INSTRUCTIONS

Supervision - Long...

29E BUREAU POLICIES

- (1) So called "NO VIOLATION" cases - where element 2, the false personation, is present and either element 1 or 3 is absent there is no violation of this statute. In such cases where the false personation is that of an FBI Agent or a Department of Justice employee the Bureau policy is that the would-be impersonator should be appropriately admonished and cautioned to desist if he can be located with reasonable effort. A statement that the subject has been so admonished should be set forth in the details of the investigative report submitted. This should also be done in actual violations where prosecution is declined. If the false personation is that of another Government agency no effort is made to admonish the would-be impersonator unless he is immediately available.

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ADDENDUM: On November 29, 1945, the Executive Conference, attended by Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Clegg, Ladd and Rosen, approved the attached Bulletin, Handbook and Manual Changes.

66-2054-4323

70

FEDERAL BUREAU OF INVESTIGATION
DEC 21 1945
U. S. DEPARTMENT OF JUSTICE

56 JAN 9 1946
337

INITIALS ON ORIGINAL - 3

ORIGINAL COPY FILED IN 66-2054-4323

COPY:GFG

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

DATE: December 6, 1945

TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT:

The Executive Conference of December 5, 1945, consisting of Messrs. Tolson, Tracy, Rosen, Coffey, Harbo, Clegg and Glavin considered a suggestion submitted by SAC Boardman of the Seattle Office concerning cold weather garments for out-of-door assignments.

SAC Boardman, in a communication dated November 19, 1945, stated that he had secured some posters concerning cold weather clothing known as "Jen-Cel-Lite." Boardman had opportunity to observe how these garments are manufactured and has worn the garments during both cold and rainy weather and was so pleased with the warmth and lightness of the garments that the thought occurred to him that clothing of this type might well be utilized by the Bureau. Boardman had in mind extortion plants, terrain searches in connection with kidnaping cases, and assignments of that general nature; and that such clothing would also be excellent for firearms instructors who are out on the range a great deal during cold weather.

Boardman further pointed out that in most of the northern offices the weather is extremely cold during the winter and the majority of the Agents are not equipped with proper clothing to keep them warm. The garment he feels which would be effective on such assignments is described as the No. 171 Hood, No. 1500 Ranger Coat and No. 1250 Trousers. He pointed out that these garments are lighter and better than down lined clothing; that they are water repellent, very light weight, extremely warm, well made and durable and not too expensive. Boardman recommended that several suits be kept in those Field Offices where climatic conditions warrant for use by Agent personnel on the type of assignment aforeindicated. He stated that these suits are available in large, medium and small sizes and are so constructed that they do not have to fit perfectly to fit the purpose for which they are intended; namely, lightness and warmth.

Boardman stated that the clothing is available on government contract at wholesale prices.

For the Director's information, the clothing mentioned by Boardman is comparable to that shown in the attached poster.

The Conference points out that such clothing, which would be for personal use of Agents, could not be legally purchased with govern-

WRG:val

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5A/1

66-2554-4324
FEDERAL BUREAU OF INVESTIGATION
DEC 27 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-2765-1702

ment funds; that it would be undesirable to have two or three sets of such clothing in each office; that many men would hesitate wearing clothing that had been worn by others when it would be necessary to possibly continue to wear such clothing for an indeterminate period of time.

The Conference, therefore, is opposed to the purchase of such clothing for general use. Should the Director agree, the attached communication should go forward to SAC Boardman concerning this particular matter.

OK. H.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

PLP:RJR

cc -

Mr. Rosen
Mr. McCabe
Mr. Price

THE DIRECTOR

A. ROSEN

December 6, 1945

CHANGED IN MANUAL OF INSTRUCTIONS (Section 205)
AND FBI HANDBOOK FOR SPECIAL AGENTS (Chapter 16)
CHANGES ON THE HIGH SEAS

In order to clarify what is meant by "the high seas," the above captioned chapter of the FBI Handbook for Special Agents is being amended. A review of the Manual of Instructions reveals that this matter is clearly defined, and no clarification is necessary regarding such Manual.

The Agents Handbook is also being changed to show that where crimes are committed against persons the victims as well as the subjects should be listed in the character.

An addition is being made to both the Agents Handbook and the Manual of Instructions to the effect that all Divisions should ascertain the disposition of runaway cases where the United States Attorney orders the subject turned over to the Immigration and Naturalization Service for deportation. The Bureau keeps a record of such deportations for statistical purposes.

ADDENDUM: The Executive Conference, on December 11, 1945, attended by Messrs. Glavin, Tracy, Mumford, Harbo, Hendon, Morgan, Nichols, and Rosen, approved the attached Manual and Handbook changes.

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-19-92

BY SP-5A/dg

RECORDED

INDEXED

166-3554-4325
F B I
32 DEC 28 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

51 JAN 4 1946

TO: The Director

FROM: A. Rosen

DATE: December 6, 1945

SUBJECT: PROPOSED CHANGES IN SECTIONS 22B OF THE MANUAL OF
INSTRUCTIONS AND CHAPTER 22 OF THE HANDBOOK CONCERNING
APPLICATIONS FOR PARDON TO RESTORE CIVIL RIGHTS

FBI Handbook For Special Agent

The Pardon Attorney has recently advised that Rule 19 of the
pardon rules, which deals with applications for pardons to restore civil
rights, has been modified so that an application may be regularly
entertained if the applicant has been released from custody not less
than three years and is not on parole or probation.

Previously this rule required that the applicant be released from
custody or from parole or probation for a period not less than four years.

There are attached proposed changes in Section 22B of the Manual
of Instructions and in Chapter 22 of the Handbook.

ADDENDUM: On December 11, 1945, the Executive Conference, attended by Messrs.
Glavin, Tracy, Mumford, Harbo, Hendon, Morgan, Nichols and Rosen, approved the
attached Manual and Handbook changes.

Enclosures

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DATE 8-19-92 BY SP5C/dcg

Vol 2554-4326
F B I
32 DEC 28 1945

60 JAN 4 1946

cc - Mr. Tamm
Mr. Rosen
Mr. McCabe
Mr. Price

THE DIRECTOR

A. ROSEN

December 11, 1945

CHANGE IN MANUAL OF INSTRUCTIONS
SECTION 20-C

CRIMES ON GOVERNMENT RESERVATIONS OTHER THAN INDIAN

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8-19-92 BY SP5CJ/dg

FBI Handbook For Special Agents

Section 20-C captioned "Crimes on Government Reservations Other Than Indian" under paragraph 2 - "BUREAU POLICIES" - states that the various Bureau Division Offices must obtain a written release before this Bureau will handle cases involving military personnel. This section also states that in every case where this Bureau assumes jurisdiction authorized process shall be secured by the office within whose territory the offense was committed prior to endeavoring to locate and interview the subject. This particular paragraph in the manual was written on the basis of Bureau Bulletin Number 24 dated March 25, 1942, which was prepared as a result of the case in which Agent Hubert Treacy was killed and Agent Charles Tignor was injured.

However, the present Bureau policy in cases involving military personnel is predicated upon Departmental Circular Number 3785 and Supplement Number 4 thereto which was distributed to all United States Attorneys. This Departmental Circular recommends that all military offenders be prosecuted by court-martial rather than in the Federal civil courts unless there are aggravated circumstances. The Department has also stated that the details with regard to the securing of the release of involved military personnel from custody of their superiors for prosecution in the civil courts should be handled by the U. S. Attorneys Office.

Attached is a proposed change of the Manual of Instructions relative to the investigating and obtaining of releases in cases involving military persons.

Also added to the Manual is a paragraph based on a Departmental opinion stating that thefts of goods and property from Army Post Exchanges, Ships' Service Stores, and Marine Post Exchanges are not thefts of Government property but under certain circumstances may constitute a crime on a Government reservation, a fraud against the Government, or conspiracy.

Recommendation: That the attached change in the Manual of Instructions be approved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ATTACHMENT
ADDENDUM: The Executive Conference on December 11, 1945, with Messrs. Glavin, Tracy, Mumford, Harbo, Hendon, Morgan, Nichols and Rosen in attendance, approved the attached Manual change.

RECORDED

INDEXED

32 DEC 28 1945

60 JAN 4 1946

FLP:FE

THE DIRECTOR

A. ROSEN

~~CHANGE IN~~ FBI HANDBOOK FOR SPECIAL AGENTS
PARAGRAPH 3, CHAPTER 14
CRIMES ON GOVERNMENT RESERVATIONS OTHER THAN INDIAN

Attached is a proposed change for Paragraph 3 in ~~"BUREAU~~
POLICIES" - of the above mentioned chapter of the FBI Handbook for
Special Agents. This change will coincide with recommended changes in
Section 20-C of the Manual of Instructions relative to Bureau policy in
the investigation of crimes on Government reservations other than Indian.
This change in the Manual of Instructions is attached.

Recommendation: That the proposed change in the Handbook for Agents be
approved to conform with the correct statement of the
Bureau policy in the Manual of Instructions.

Attachment
ADDENDUM: The Executive Conference on December 11, 1945, attended by Messrs.
Glavin, Tracy, Mumford, Harbo, Gendon, Morgan, Nichols, and Rosen, approved
the attached Handbook change.

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DATE 8-19-92 BY SP5CJ/dg

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U. S. DEPT. OF JUSTICE

RECORDED & INDEXED

EX-33

66-2554-4328
FEDERAL BUREAU OF INVESTIGATION
DEC 26 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 12

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 15 1946

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CRIMES ON GOVERNMENT RESERVATIONS OTHER THAN INDIAN

3. BUREAU POLICIES (Sec. 200(2) - M. of I.)

323,013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/deq

The Department recommends in circulars to the U. S. Attorneys that all military offenders be prosecuted by court-martial rather than in the Federal civil courts unless there are aggravated circumstances attendant to the particular offense or the military authorities lack jurisdiction over the crime and desire that the civil authorities prosecute same. When cases involving military personnel are reported, including allegations that a crime on a Government reservation has been committed, the facts and any aggravating aspects of the case should be immediately reported to the U. S. Attorney. He should also be informed if any investigation is already being conducted by the military authorities and whether they are desirous of having the case prosecuted by court-martial or in Federal civil court. If he desires to prosecute the case an appropriate investigation should be instituted even though military personnel are known to be involved or are in all probability implicated in the offense. Details concerning the release of involved military personnel from the custody of their superiors for prosecution in the courts should be handled by the U. S. Attorneys.

Extreme caution should be exercised in the apprehending of military personnel for the commission of offenses within the jurisdiction of the Bureau since they are usually armed and realize that under military law they may be subject to a severe penalty for desertion, it being noted that desertion from a military post during time of war makes the desorter subject to the death penalty. In cases where an offender is known to be a dangerous character or the circumstances indicate that the military offender's activities and the surrounding circumstances are such that the offender is believed to be dangerous authorized process should be secured through the office in whose territory the offense was committed prior to conducting an investigation designed to locate and interview these dangerous military subjects.

An agreement has been had by the Bureau and the Postal authorities relative to investigative jurisdiction over cases occurring in United States Post Offices. Under the terms of this agreement Post Office Inspectors will have investigative jurisdiction over offenses committed in Post Office Buildings which involve the custody of the mails, the custody of Government property for which the Post Office Department is responsible, property used in the carriage of the mails, personal property of Postal employees and offenses committed therein by employees of the Post Office. Investigative jurisdiction over offenses committed in Post Office Buildings other than those already enumerated is with this Bureau.

The Department has stated in a circular to all United States Attorneys that the theft of money or other property belonging to Army Post Exchanges, Ships' Service Stores, or Marine Post Exchanges is not a theft of Government property. However, under certain circumstances the crime may constitute a crime on a Government reservation in violation of Section 466, Title 18, U.S. Code. It is also possible that the making of false or fraudulent statements to such agencies may constitute a violation of Section 80, Title 18 which punishes the making of false statements in any matter within the jurisdiction of any department or agency of the United States, or a violation of Section 20, Title 18, U.S.C. for conspiracy to defraud the United States.

Jim
SJT:obp

December 18, 1945

THE DIRECTOR

X Destruction of Bureau Property

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Harbo, Hendon and Tracy on December 17, 1945, considered a suggestion of Special Agent R. F. Cartwright of the Files Section that correspondence requesting delivery of fingerprint supplies to law enforcement agencies be destroyed after it has been handled.

The Conference unanimously recommends approval of the suggestion.

If you approve, the necessary details will be arranged by the Identification Division, the Records Section and the Chief Clerk's Office.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5CJ/dcg

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EX-47

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JAN 18 1946

[Signature]
39 JAN 7 1946

LBN:aml

The Director

December 28, 1945

The Executives Conference

Destruction of Bureau Property

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered Mr. Jones' suggestion that incoming letters which have no permanent value in our files be destroyed by the supervisors. He has in mind such communications as Thanksgiving Day greetings from Roy Keplinger, a persistent writer; a letter advising that previous correspondence had erroneously been directed to this Bureau; thank you notes from boys for booklets; all form letters, which are generally destroyed now; thank you notes for tours and the like.

The Conference was unanimous in recommending that such communications be destroyed by the supervisors handling the mail.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

46-2554-4330

36 JAN 2 1946

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

53 JAN 7 1946

TLP:WJR

THE DIRECTOR

cc - Mr. E.A. Tamm
Mr. Rosen
Mr. McCabe
Mr. Price

December 10, 1945

A. ROSEN

HANDLING OF TELETYPE AT THE BUREAU
OF SUBPOENAS ISSUED TO AGENTS

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DATE 8-19-92 BY SP5C/dey

Since such teletypes have in the past been handled sometimes by the Movement Section of the Chief Clerk's Office and sometimes by the Substantive Supervisor, the following procedure should be adopted to insure that all such teletypes regarding subpoenas will be handled with uniformity and dispatch in all cases.

Upon receipt of such a teletype, it should be sent to the following:

- (1) Substantive Supervisor (original)
- (2) Chief Clerk's Office (copy)

The Substantive Supervisor should determine whether the individual is a necessary witness. At the same time he should check with the Movement Section to find out if the Agent is at his office of assignment. If he is not at his office of assignment, the reason for his unavailability should be determined.

If the Agent is to be made available, that is, he is indispensable, the interested offices should be notified and should be instructed to make arrangements for his appearance.

If a review of the file indicates that the Agent is not an indispensable witness, the subpoenaing office should be requested by the Substantive Supervisor to re-interview the United States Attorney and ascertain if the Agent is necessary. This teletype should identify the office of assignment of the Agent and such information as will insure his appearance in the event the United States Attorney does not change his mind.

Hardships, special assignments, or any other conditions which would make the appearance of the Agent difficult or impossible should be set forth in the Bureau's teletype which should be the only teletype to the subpoenaing office.

Recommendation

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

ADDENDUM:

The Executive Conference on December 13, 1945, attended by Messrs. E.A. Tamm, Glavin, Harbo, Morgan, Tracy, Ladd and Rosen, approved the above recommendation and there is attached a memorandum to all Division heads setting forth the approved procedure.

Attachment

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66-2554-4337
FEDERAL BUREAU OF INVESTIGATION

DEC 23 1945

U. S. DEPARTMENT OF JUSTICE

EX - 6

R

LBN:hbm

The Director

December 11, 1945

Executives Conference

gm

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, Harbo, Tracy, Glavin and Nichols, on December 7, 1945, considered the telephone call which Mr. Nichols received from Captain J. C. Zahm, branch 5641 ~~Navy~~ Department.

Captain Zahm stated that he had a recommendation from the Bureau of Ordnance which would authorize the Navy to dispose of surplus firearms by selling revolvers and rifles to officers and enlisted men, upon their discharge, who retained a Naval connection such as being placed on inactive duty, being mustered into the reserve, etc.; that they contemplate registering the weapons prior to disposal and insisting that Naval personnel register the weapons according to local state statutes. He wanted to know whether the FBI would approve or disapprove this practice and would like to show the Bureau correspondence so that we would be fully informed as to exactly what they were doing.

The Conference was unanimous in recommending that we tell Captain Zahm this is a matter over which the Bureau does not have jurisdiction; in other words, not become involved in any way whatsoever.

Respectfully,
For the Conference

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 CJD/gy

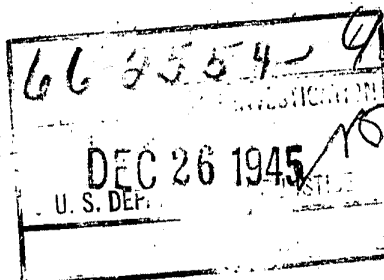
Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
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ORIGINAL COPY FILED IN 62-25444-25444

THE DIRECTOR

DECEMBER 17, 1945

EXECUTIVES' CONFERENCE

FIREARMS INSTRUCTION AFFORDED POLICE
OFFICERS BY BUREAU INSTRUCTORS

323,013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 C/dy

The Executives' Conference on December 14, 1945, with Messrs. E. A. Tamm, Glavin, Harbo, Nichols, Hendon, Ladd, Rosen and Morgan in attendance, considered the advisability of changes in two instances with respect to our policy concerning firearms instruction afforded police officers in the field as follows:

I.

Assistant SAC Daniel Currie of the Seattle Office, while attending In-Service recently, inquired as to whether the Bureau would approve a school at Fort Lewis, Washington, for selected officers (one from each department) to be conducted by a qualified Bureau firearms instructor with a view to training such officers as firearms instructors for their individual departments, it being contemplated that the Bureau instructor would provide training similar to that given members of the FBI NA at Quantico, including running of the line. Mr. Currie, who was inquiring on behalf of SAC Boardman, pointed out there is an extreme need in the State of Washington for actual firearms instruction; that the various departments have manifested a great interest in receiving such training; and that it is generally believed if the Bureau does not provide this training, the officers will insist upon receiving it from some other source.

J.K. → Messrs. Nichols, Hendon, Harbo and Morgan were in favor of approving such a school on an experimental basis, the training to be provided by a Quantico-trained firearms instructor and the ammunition to be furnished by the departments desiring to send representatives. These members of the Conference felt that with the prospect of an extensive postwar crime wave involving crimes of violence the Bureau should assume the prerogative of providing practical needed training to selected officers in the handling of firearms; that the officers are greatly conscious of a need for such training and if it is not provided by the Bureau will doubtless be supplied by others; that an experienced firearms instructor could follow the same safety precautions as observed at Quantico, minimizing the likelihood of accidents; and that the Bureau has pointed out to departments its availability to supply every training need, one of which definitely is adequate firearms training. The indicated members of the Conference felt that the school at Fort Lewis, if conducted, would provide a good criterion for determining the advisability of extending such schools of training to other field division territories and that in the long run this procedure would effect an economy from the Bureau's standpoint inasmuch as we would be providing training to specific instructors, thereby precluding the likelihood of requests from individual departments for practical firearms instruction.

Messrs. E. A. Tamm, Glavin, Ladd and Rosen, on the other hand, were opposed to such a course of training feeling that there was a strong likelihood of

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EPM:ER

60 JAN 4 1946

embarrassment to the Bureau in the event of accidents; that it would not be possible to exercise the same degree of control over officers in the field as is the case at Quantico; that officers from different departments will be utilizing different types of weapons with consequent confusion and possible difficulties; and there was also the problem of availability of personnel to handle such types of training.

II.

Mr. Hendon felt that at this time the Bureau should reconsider its policy precluding qualified firearms instructors from actually running the line in the course of instruction provided Bureau approved police schools in the field. In this regard, it is noted that our instruction with respect to firearms at police schools has been limited to demonstrations and lectures with no actual running of the firearms line with the officers participating. Mr. Hendon felt that on an experimental basis we should permit our qualified firearms instructors to actually run the line at police schools being conducted in the field; that there is a definite need for firearms training in police departments and that the Bureau is best qualified to provide such training; that the possibility of accidents can be reduced to the minimum by observing the usual Bureau safety regulations and that, in fact, the public recognizes the possibility of accidents in firearms training, a consideration which should prevent any embarrassment to the Bureau in the case of accident; that he felt, for example, when a Special Agent demonstrates the running of the practical pistol course to a police school, he should be permitted to supervise the actual shooting of the course by police officers attending the school.

Mr. Harbo and Mr. Morgan concurred in the foregoing idea of permitting on an experimental basis in a few schools the actual giving of practical training in firearms.

Messrs. E. A. Tamm, Rosen, Nichols and Glavin, on the other hand, opposed our providing practical firearms training at police schools because of the substantial safety considerations involved, as well as for the reasons indicated under "I" above.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

THE DIRECTOR

December 27, 1945

Executives Conference

At a meeting of the Executives Conference on December 27, 1945, attended by Messrs. E. A. Tamm, Glavin, Nichols, Morgan, Harbo, Tracy and Ladd, the question as to whether the Bureau should record as statistics the fine imposed against the Weirton Steel Company was discussed. It was pointed out to the Conference that the original investigation was conducted by WPB, following which indictments were returned. Subsequent thereto, the Department requested the Bureau to conduct an investigation in this matter, in view of their feeling that the investigation by WPB was not satisfactory. Such an investigation was conducted and subsequent thereto, upon a plea of nolle contendere, the Weirton Steel Company was assessed fines totalling \$148,000.00.

The Conference unanimously recommended that this fine be recorded, in view of the fact that the statistics compiled by the Bureau reflect the results in cases investigated by the Bureau and, inasmuch as this case was so investigated at the request of the Attorney General even though subsequent to an investigation by WPB, it was felt that this was a proper statistic to record.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc. Mr. Clegg

Mr. Hendon

DAL:lem

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JAN 4 1946

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THE DIRECTOR

December 17, 1945

Executive Conference

~~Statistical Accomplishments~~
~~Renegotiation Act Cases~~

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At a meeting of the Executive Conference on December 17, 1945, attended by Messrs E. A. Tamm, Rosen, Tracy, Hendon, Glavin, Harbo and Ladd, it was suggested that the Bureau should record the results of its investigations in Renegotiation Act cases as a recovery.

It was pointed out that these cases arise in connection with firms which have had government contracts during the war and which firms the government alleges have made excess profits. It was pointed out that at the inception of these cases the entire file is forwarded to the Washington Field Office for review; and that an opening summary report is prepared by the Washington Field Office, which report is then submitted to the Claims Division of the Department; that, subsequently, the Claims Division requests specific investigation, usually involving the examination of the books and records, which work is then done by the field office covering the city in which the firm is located; that some of these cases proceed to trial; that others are settled between the Claims Division and the firm on the basis of the examination of the books and records made by the Bureau.

It was suggested to the Conference that the field office making the examination be credited with the savings to the Government; and that the full amount of the saving as reflected thru the final settlement or the trial of the case be claimed.

The Executive Conference was unanimously in favor of this.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

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&
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74

EX - 40

cc Mr. Clegg
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon

DML:lem

60 JAN 4 1946

THE DIRECTOR
THE EXECUTIVE CONFERENCE

FRAUDULENT CHECK FILE

12/14/45

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The Conference considered the proposal of Mr. Harbo to streamline the Fraudulent Check File. At present, there are approximately 9,000 checks in the file, of which from 1,500 to 2,000 are more than three years old. As a result of an educational program, the police departments throughout the country have greatly increased the number of checks which they submit, with the result that the file has almost doubled in size during the past year. This increases the amount of time required to search a check through the entire file, which is necessary in those cases in which no identification is made. Normally, the technician searches two checks through the file in a single operation, and to search them through the entire file requires a full day.

In some cases police departments have in effect cleaned out their files of all fraudulent checks and sent them in to the Laboratory. On December 13 there were 23 checks on hand in current cases which were more than three years old. In view of the amount of time required to search such cases through the files, it is not believed a wise expenditure. It is pointed out that in approximately 70% of the fraudulent checks which are identified, this identification is based on a handwriting comparison with signatures appearing on fingerprint cards.

The Conference, consisting of Messrs. Rosen, Ladd, Tracy, Morgan, and Harbo, unanimously approved the following recommendations:

1. That all checks more than three years old be removed from the master section of the check file, with the provision that the case file will be examined in each instance and where the file reflects activity either before or after the submission of the specimen the check will be continued in the check file.
2. That in the future we add no checks to the fraudulent check file which are more than 3 years old at the time of receipt unless there are unusual circumstances present which indicate to the examiner the desirability of adding the check to the file.
3. That checks submitted to the Laboratory which are more than 3 years old not be searched through the master check file. They would, of course, be checked through the signature section of the file and the sum and amount section of the file. These searches require only a few minutes' time to make.

The foregoing recommendations would reduce by approximately 20% the amount of time required to search checks through the master check file and also reduce to some extent the number of checks searched through the entire file. It is believed that these changes can be made without detracting from the efficiency of the file.

Respectfully,
For the Conference

Olyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JAN 4 1946
Mr. Hendon

THE DIRECTOR

12/17/45

EXECUTIVES' CONFERENCE

HAROLD S. POTTER
FBI NATIONAL ACADEMY GRADUATE

323013
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DATE 8-10-92 BY SP5/deg

The Executives' Conference on December 14, with Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen and Morgan in attendance, considered the desired policy to be followed with respect to Harold S. Potter, a graduate of the Academy who has resigned as Chief of Police at Rutland, Vermont, to accept a position with the Automobile Underwriters Detective Bureau, he to be the AUBB representative in Vermont and New Hampshire with headquarters at Montpelier, Vermont. Three questions were considered by the Conference:

- (1) Should Potter continue to be listed as a graduate of the FBI National Academy?

The Conference unanimously recommended that he should be so listed.

- (2) Should he participate in the monthly firearms training sessions held by the Albany Field Division?

All members of the Conference, with the exception of Mr. Nichols, opposed the idea of affirmatively inviting Potter to attend monthly firearms sessions as is done in the case of Academy graduates actively associated with law enforcement agencies in a field division territory. Mr. Nichols felt that in view of his association with AUBB an invitation should be extended to him to attend firearms training sessions.

- (3) Should Potter be permitted to attend a refresher course at the FBI National Academy under the sponsorship of the AUBB with his expenses paid by that organization?

Messrs. E. A. Tamm, Glavin, Harbo, Nichols, Ladd, and Rosen recommended that Potter be permitted to attend a refresher course at the Academy inasmuch as agents frequently have occasion to work directly with representatives of the AUBB and that in consequence the attendance by graduates of the Academy at refresher sessions might tend to build up relationships with AUBB.

Messrs. Hendon and Morgan, on the other hand, felt that Potter should not be permitted to attend a refresher course inasmuch as the AUBB is a private organization and that to permit his attendance in this instance would be tantamount to throwing open the doors of the Academy to any graduate who might leave the field of law enforcement and become associated with any private organization.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon

Mr. Clegg

60 JAN 4 1946

THE DIRECTOR

December 16, 1945

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The Executive Conference, with Messrs. Rosen, Glavin, Tracy, Nichols, Harbo, Hendon, Morgan and Mumford present, considered the advisability of undertaking preparatory steps and the initiative in developing a Western Hemisphere conference of police officials which might be followed at some future date by a world-wide conference. Except for Mr. Hendon, the members of the Conference were unanimously in favor of instituting preparatory steps in this direction, such as drawing up proposed conference schedules.

If you approve, the Training and Inspection Division will prepare tentative conference plans for your consideration.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

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DATE 8-19-92 BY SP-5/deg

JEM:EDD

cc Mr. Clegg
Mr. Hendon

son
Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 APR 2 1947

66-2554-4337
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THE DIRECTOR

12/20/45

THE EXECUTIVES' CONFERENCE

STENOGRAPHERS' SCHOOL

Shorthand and Typing classes

The Executives' Conference, on December 20, 1945 with Messrs. E. A. Tamm, Glavin, Hendon, Harbo, Ladd and Morgan in attendance, considered the advisability of instituting stenographic classes at this time for Bureau employees having a present proficiency of 60 words per minute. It was noted that at the present time there are only ten names on the ~~unassigned~~ stenographers' list for selection as replacements. Further, the stenographic class for beginners now in progress at the Armory will probably require four or five months before any of the students can attain the required standard of 120 words and it appears that only a relatively few will qualify. Accordingly the Conference unanimously recommended that training classes be organized at this time for Bureau personnel having a present proficiency of 60 words per minute with a view to their qualifying as stenographers upon passing the 120 word per minute tests.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson

E. A. Tamm

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DATE 8-19-92 BY SP-5CJ/dcg

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cc - Mr. Hendon
Mr. Clegg

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FBI HANDBOOK

PART III

CHAPTER 30. IMPERSONATION
(Sec. 29 - M. of I.)

Impersonation - Impersonation

3. BUREAU POLICIES (Sec. 29E - M. of I.)

- A. Cases in which the impersonation is that of an FBI Agent or a department of Justice employee but one of the essential elements is absent so no successful prosecution can be initiated, the impersonator should be appropriately admonished and cautioned to desist if he can be located with reasonable effort. A statement that the subject has been so admonished should be set forth in the details of the investigative report submitted. This procedure should also be followed in actual violations where prosecution is declined.

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DATE 8-19-92 BY SP5CJ/DCG

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FEDERAL BUREAU OF INVESTIGATION
DEC 21 1945
U. S. DEPARTMENT OF JUSTICE

ADDENDUM: On November 29, 1945, the Executive Conference, attended by Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Clegg, Ladd and Rosen, approved the attached Bulletin, Handbook and Manual Changes.

57 JAN 7 1946

ORIGINAL COPY FILED IN 66-1954-6417-OK

THE DIRECTOR

DECEMBER 28, 1945

* EXECUTIVES' CONFERENCE

Shorthand and Typing Class

The Executives' Conference on December 27, 1945, Messrs. E. A. Tamm, Glavin, Nichols, Harbo, Tracy, Ladd and Morgan being in attendance, considered observations made by Miss Beulah Wolfe who conducts shorthand classes for Bureau employees that in discussions with unassigned stenographers they have indicated on many occasions that although they desire to follow the Stenographers' Manual provisions they are advised in some instances by older stenographers to follow practices which are unorthodox. In this regard, the Reading Room has pointed out that there is constant difficulty in the preparation and assembling of mail. It further has been the observation of Miss Wolfe that some time is spent by stenographers in discussing correct procedures in the preparation of correspondence whereas such difficulties might be eliminated if they were all properly instructed.

With a view to providing such instruction, the Conference unanimously recommended that a program be inaugurated for the training of assigned stenographers in the preparation of correspondence for a two-day period, each class to be made up of two stenographers from each division, making a total of fourteen in the class. It was felt that these classes should be continued until all assigned stenographers have completed the course. The proposed curriculum for this training is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

EAT
E. A. Tamm

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5C/df

cc: Mr. Hendon
Mr. Clegg

RPL:ER

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
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Hendon _____
Perrington _____
Quinn Tamm _____
Nease _____
Gandy _____

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THE DIRECTOR

December 27, 1945

Executives Conference

323,013
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 C/PCG

At a meeting of the Executives Conference on December 27, 1945, attended by Messrs. E. A. Tamm, Glavin, Nichols, Morgan, Harbo, Tracy and Ladd, the Conference was advised that the Civil Service Commission has compiled over a period of years approximately one and a half million index cards and ten file cabinets containing various leaflets, pamphlets, etc., relative to Communist activities or of Communist front organizations, the index cards being prepared on 5"x8" cards.

It was pointed out to the Conference that Mr. Charles Keating of the Civil Service Commission has indicated to Supervisor E. H. Winterrowd that the Civil Service Commission was going to dispose of these records; that it was his view that they should be made available to the FBI or to some other Government agency, such as the House Committee on un-American activities; and that he, Keating, felt that he was in a position to arrange to have these files turned over to the Bureau in the event the Bureau so desired.

The Executives Conference was unanimously opposed to taking over these records for the following reasons:

1. The index cards, being 5"x8", would not be capable of being absorbed into the Bureau's index system and thus would necessitate double searches of all material.
2. It was felt that the Bureau undoubtedly already possessed most of the pamphlets, leaflets, etc., which the Civil Service Commission desired to turn over to the Bureau.
3. It was the feeling of the Conference that a lot of the information contained therein would not reflect its source and therefore would be of little or no value to the Bureau, inasmuch as it would be dangerous to quote this information to outside individuals without being able to verify at least for the Bureau's own information the original source of the information appearing on the index cards.

In the event you approve the action of the Conference, Supervisor Winterrowd will be instructed to appropriately discuss the Bureau's views with Mr. Keating.

Respectfully,
For the Conference

Glyde A. Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

&
INDEXED

100-2534-4341
F B I

52 JAN 7 1946

1946

EX-30 JAN 30 1946

LBN:anl

December 28, 1945

The Director

The Executives Conference

gmr
Destruction of Bureau Property
Mail

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered Mr. Jones' suggestion that a yellow not be made in answering correspondence from individuals requesting material or information which is not of a permanent value to the Bureau.

The Conference had previously unanimously approved that the practice be adopted of destroying letters when the individuals requested a booklet, which can be acknowledged by merely placing the booklet in an envelope and sending it out.

However, the Conference was unanimous in recommending that whenever the Director writes a letter, a record should be kept in files and that such correspondence should not be destroyed.

Respectfully,
For the Conference

OK
Φ
Glyde Tolson

E. A. Tamm

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5 cjp/g

CC-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
123 166-2531-4/342
F B I

EX-47 30 JAN 3 1946
W

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

59 JAN 7 1946

LBN:aml

The Director

December 28, 1945

The Executives Conference *Mail*

0 ~~X~~ Destruction of Bureau Property

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Lorgan and Nichols considered Mr. Jones' suggestion that letters from definite mental cases be destroyed by the supervisors and not sent to the files.

The Conference was unanimous in recommending this procedure be followed, with the exception that there should be something in the files showing the individual is a mental case. It was suggested that for the most part if there was nothing in the file and a new letter writer of mental instability appears, that the first communication should be filed and thereafter subsequent communications be destroyed.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

OK
18
RECORDED & INDEXED

166-2554-434B
JAN 3 1946

X-10

W

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

60 JAN 4 1946

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-19-92 BY SP-5 c/dg

Jim
JED:am1

The Director
The Executives Conference

December 28, 1945

83423

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered Mr. Jones' suggestion that incoming correspondence pertaining to the Mailing List be destroyed, and that even though they required a routine acknowledgment, the routine acknowledgment be prepared without a yellow and not go to file.

The Conference was unanimous in recommending that such communications be retained on file in view of the Congressional requirement that every name on the Mailing List must be there at the request of the individual receiving the material. It was further recommended by the Conference that there should be a record of outgoing correspondence over the Director's signature for possible future reference.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

OK
H. 66-2554-4344
RECORDED & INDEXED
18

166-2554-4344
JAN 2 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY 2501/af

60 JAN 4 1946

THE DIRECTOR

DECEMBER 12, 1945

EXECUTIVES' CONFERENCE

SACs Brantley, Conroy, Fletcher, Guerin, Hood, McSwain, Scheidt and Soucy were requested to submit opinions as to the advisability of adding the following provision to Section 6-E of the Manual for Clerical Employees:

"Closed cases shall not be reopened to record data concerning a new violation involving the same person. A new case shall be opened in such instances with appropriate cross-referencing to all files involving the same individual."

All of the SACs felt that the foregoing paragraph should be included in the Manual for Clerical Employees. Mr. Conroy, however, was of the opinion that it should not apply in certain types of internal security and espionage cases, while Mr. Soucy suggested that an additional statement be included as follows:

"The same case file may be reopened where the subject matter is such as to bear such close relation to the previous reported investigation as to be of assistance in conducting the investigation on the last reported violation."

The Executives' Conference on December 11, 1945, with Messrs. Glavin, Tracy, Harbo, Nichols, Hendon, Mumford, Rosen and Morgan in attendance, unanimously recommended that the quoted paragraph as first set forth above be added to Section 6-E of the Manual for Clerical Employees. It was observed that this would establish a definite rule and guide in all field divisions with respect to the opening of new cases and was the desirable procedure to be followed. The Conference felt that by adding the paragraph suggested by Mr. Soucy we would, in effect, be resorting to the procedure which has existed in the past of leaving a great deal of latitude to field offices as to when new cases should be opened with resultant lack of uniformity and confusion.

If approved, appropriate manual changes will be made.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-Sci/du
OK
10
15
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EFM:ER

RECORDED & INDEXED
EX-40
43415

LBN:bs

The Director

December 28, 1945

The Executives Conference

The Executives Conference consisting of Messrs. E. A. Tamm, Tracy, Ladd, Morgan, Harbo, Glavin, and Nichols considered Mr. Nichols' report on a recent survey of our telephone equipment and the switchboard.

It was pointed out that six positions were installed in September of 1941 and two additional positions during the war on March 9, 1942. The eight positions were needed during the war years; however, a survey within the past few days has indicated that we can dispense with three of the positions. Each position costs ten dollars a month rent.

When the positions are installed a standard contract is executed wherein the purchaser of the services agrees to pay a termination charge figured on the basis of a thousand dollars per position over a five-year period of time; thus, under the current regulations in the contract to remove the three positions we would be required to pay a thousand dollars each in proportion to the five-year period. However, in carrying on the negotiations with the telephone company, the telephone company agrees to remove the three positions and set as a termination fee an amount equal to the rent of each position for the remainder of the five-year period of time. This would amount to \$140 for each of the two positions installed on March 9 and \$80 for one of the positions installed in September of 1941--a total of \$360.

The Conference was unanimous in recommending that the excess equipment be removed. In sending our order to the telephone company we should specifically point out it is understood the termination charge will amount to approximately \$360.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

303,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/19/92 BY SP5/ldg

EX-47

60 JAN 4 1946

December 20, 1945

Mr. J. Frank Aaron
Chief of Police
Hammond, Louisiana

My dear Chief:

It is my pleasure to hereby extend to you an invitation to attend the next Session of the FBI National Academy beginning January 7, 1946.

I am glad to be able to extend this invitation, and I shall appreciate your informing me as promptly as possible by collect telegram that this invitation is accepted.

There is enclosed a brief statement with reference to the FBI National Academy for your information. I shall look forward to the opportunity of welcoming you in the next Session of the Academy.

With best wishes and kindest regards,

Sincerely yours,

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP-5 ci/acy

Enclosure

cc: New Orleans Upon the acceptance of this invitation,
you are authorized to release the facts
to the press.

Communications Section
Mailed - 12/21/45 P.M.

LAH/elw

Approved by Executives' Conference 12/21/45, Messrs. E. A. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, McGuire, Rosen and Morgan in attendance.

RECORDED
47

66-2554-4347

FEDERAL BUREAU OF INVESTIGATION
JAN 2 1946
U.S. DEPARTMENT OF JUSTICE

30 JAN 16 1946

ORIGINAL COPY FILED IN 1-3891-15

THE DIRECTOR

January 2, 1946

THE EXECUTIVE CONFERENCE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/62 BY SP-3 a/149

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered certain suggestions made by Special Agent Leroy B. Skousen in the inspection of the Cleveland Office.

Skousen recommended that the badges presently in possession of Special Agent personnel be recalled and that other badges be issued. He pointed out that the badges presently used are not heavily plated when made; that this does not permit a good polish and it readily tarnishes thereafter; and that the badge does not present the same possibilities for use due to this rather cheap looking appearance.

For the Director's information, the badges presently used by Agent personnel, particularly those who entered on duty during the war period, are of slightly different composition due to war restrictions; however, it is not felt by the Executive Conference that any change should be made in the badge at this time by recalling the large number of badges out at the present time and having new ones made. It is felt that there is a possibility that materials at this time would not be much better than the materials utilized in our badge in the first instance.

Mr. Skousen further suggested that the Bureau give consideration to including a training problem concerning a major case in the Technical and Quarterly Conferences in the Field.

It was pointed out to the Conference by the Training Division that for all practical purposes such a problem is included since a major problem must be considered in each of the Quarterly Conferences.

Nothing further, therefore, need be done in connection with this particular suggestion.

RECORDED
&
Respectfully submitted,
FOR THE CONFERENCE 5

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

59 JAN 7 1946

THE DIRECTOR

January 2, 1946

THE EXECUTIVE CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/deg

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered the desirability of purchasing International Business Machine's electromatic typewriters.

It was pointed out to the Conference that in a memorandum to Mr. Tamm under date of November 28, 1945, Mr. Coffey points out that the British are using a Proportional Spacing Electromatic Typewriter fitted with Book Type; that such a machine would be obtainable in a few months from the International Business Machine Company; and that these machines would be available at an approximate cost of \$450. There was attached to the memorandum a sample of the work performed on the machine, this sample being attached hereto labeled C.

The Conference was further advised that this matter was gone into by the Administrative Division and it was ascertained that this particular machine has a very light touch, makes an even impression of all letters which tends to give a neater appearance to any correspondence handled on it; that it is a heavy machine and requires three days of instruction in which personnel furnished by the IBM Corporation supplies the necessary instructions; that the particular feature in which the Bureau is interested being the book type print on correspondence requires two operations, first the desired message is typed in the usual manner then the necessary spacing is determined and the item is retyped so that it comes out in the book margin and manner desired. This tends toward duplication on this type of work. Those who witnessed the demonstration concurred that the results of the machine were much neater because of this mechanical operation; and that greater speed could be attained by a typist due to the lighter touch. However, it was felt that in view of the awkwardness of the machine which weighs approximately fifty pounds, it could not be moved easily from place to place and due to the fact that special training is required by the typist and that such machines cost \$450 each, it did not appear to justify the obtaining of such machines by the Bureau in the opinion of those viewing the demonstration.

EX-47 INDEXED 14

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Herrington
Quinn Tamm
Nease
Gandy

The majority of the Conference felt that it would be desirable to purchase such machines. Messrs. Hendon and Glavin were opposed to the securing of such a machine for the purposes above-mentioned.

WRC:val
JAN 15 1946

MEMORANDUM FOR THE DIRECTOR

- 2 -

Glavin pointed out that at the present time a number of electric typewriting machines are being secured in connection with this Bureau's payroll activities since it is the only machine that will make a sufficient number of copies on the one run, and several of this type of machine can be purchased and could be used in emergency purposes for this book type of typing.

Should the Director agree with the majority's recommendation, an appropriate order will be placed for three of these machines for this type of typing only.

Respectfully submitted,
FOR THE CONFERENCE

✓
Clyde Tolson

EAT
E. A. Tamm

Majority
OK
2/1
Attachment

cc - Mr. Glegg
Mr. Hendon

4350
SAC, SAN ANTONIO

DECEMBER 14, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

SERIALIZING

Reference is made to your letter of November 7, 1945, with respect to the serializing of the blue copies and machine copies of field office teletype.

To establish uniformity it is desired in the future that the blue copy and machine copy bear the same serial number.

83421

Communication Section
Mailed - 12/17/45 P.M.

EFM:ER

NOTE: Approved Executives' Conference
12/13/45, those present being Messrs.
E. A. Tamm, Glavin, Hendon, Harbo,
Tracy, Ladd, Rosen and Morgan

32300
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HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5CJ/alg

6 JAN 18 1946

ORIGINAL FILED IN 66-16843-2732

Director, R

11/7/45

SAC, San Antonio

SERIALIZING

Operation Confirmation

A practice has been in effect in this office for a number of years to serialize the blue copy of a teletype which is being sent by this office as one serial and give the outgoing copy the following serial number. This procedure was in effect prior to an inspection several years ago by Inspector GURNEA, and the Chief Clerk advised that he stated that this was permissible.

It is requested that the Bureau advise whether or not this procedure should be followed or whether the blue copy and the outgoing copy should be given the same serial number.

83422

FHM/dmn

322 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-92 BY SP5 C/DCG

RECORDED

16-3554-4350

1-2-46

RECORDED TO

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 4

Page 86 ~ Duplicate

Page 87 ~ Duplicate

Page 135 ~ Duplicate

Page 202 ~ Duplicate

FBI File Number 66-HQ-2554, Section 34

THE DIRECTOR

MAY 22, 1946

THE JOINT COMMITTEE

65100

SUGGESTION #214

EMPLOYEE: EULA MARQUETTE
NEW ORLEANS FIELD DIVISION

MEMBERS PRESENT: R. F. Harbo E. E. Conroy
R. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That the requirement that ~~sick leave~~ be noted in red pencil and annual leave in blue pencil on the attendance register be eliminated, allowing instead such notations to be made with ordinary black lead pencil.

ADVANTAGES:

1. It is alleged that the maintenance of the register would be simplified.
2. The Agent in Charge or other supervisory official wouldn't have to remember what color pencil he should use.

DISADVANTAGES:

1. It would be more difficult to ascertain absences due to annual leave or sick leave when reviewing the register.
2. The present system is simple and has been found to work very satisfactorily and facilitates the correlation of the various records.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

5/27/46 Executive Conference (Messrs Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo) was unanimously unfavorable. Mr. Glavin pointed out the present requirements are based on Civil Service regulations.

RTH:AF

323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-5 CIB/HY

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 JUN 5 1946
Clegg
Hendon

RECORDED
INDEXED
EX-67

66-2554-4976

RH

THE EXECUTIVE CONFERENCE

5/27/65

65098

The suggestion made by Mr. Quinn Tamm points out Doctor Gurnine has written books and pamphlets on the subject of ~~dermatology~~ and is a recognized authority. A check of Bureau files failed to reveal any derogatory information on Doctor Gurnine. Mr. Tamm suggests that Doctor Gurnine be contacted to ascertain the basis of his statements.

Respectfully,
For the Conference

DATE 10/17/90 BY SP-5 CJB/h

Club Polaris

RECORDED
&
INDEXED

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Ann Tamm
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52 JUN 5 1946

THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

SUGGESTION #207

EMPLOYEE: SPECIAL AGENT THOMAS B. ESTEP
NEW ORLEANS FIELD DIVISION

65099

MEMBERS PRESENT: E. T. Harbo
E. C. Hendon

E. L. Conroy
E. Scholdt

EMPLOYEE SUGGESTS: That a more efficient and complete index of the contents of the manual and handbook be made.

ADVANTAGES:

1. The information in the manual and handbook would be more readily available to Agents and other employees.

DISADVANTAGES:

1. There is a danger of over-indexing to the point where many complications will arise when specific sections of the manual are changed.
2. The specific instances which were cited to illustrate a need for better indexing are not good examples since many of the sections which it was stated were not indexed have been added since the last revision of the index.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/HF

RECOMMENDATION:

It is recognized that comprehensive indexing is necessary and desirable but that there is a point beyond which the law of diminishing returns applies. It is believed no specific action is necessary at this time since at present the indexing is felt to be quite adequate.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince, McGuire, Ladd, and Harbo) unanimously agreed with Committee recommendation that no specific action is necessary at this time.

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

EX-62

166-2554-4978

STAMP 81134

RJ

52 JUN 1946
Mr. Hendon

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #211

EMPLOYEE: MARCELLE A. WATERS
NEW ORLEANS FIELD DIVISION

65097

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That two sets of Bureau manuals be maintained in each office for reference purposes instead of one set for every ten Agents and one set for each two clerical employees.

ADVANTAGES:

1. There would be less work involved in handling manual revision sheets and in maintaining the manuals and records pertaining thereto.

DISADVANTAGES:

1. There would be insufficient manuals for reference purposes at times when two or more Agents desired to use the manuals.
2. It is believed that Agents would be justified under the proposed procedure in complaining that they did not have an opportunity to become fairly familiar with the contents of the manuals.
3. Other than in the very smallest offices two copies only of the manuals would be wholly inadequate.

RECOMMENDATION:

Unanimously unfavorable.

REMARKS:

EXECUTIVES' CONFERENCE CONSIDERATION:

5/24/46 Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince, Guire, Ladd, and Harbo) was unanimously unfavorable.

H:AF

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- 67

INDEXED

166-2554-4979
31 MAY 31 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY Sp-5 ci bjk

RR

cc: Mr. Ladd
Mr. Glavin

56 JUN 5 - 1946

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #220

EMPLOYEE: RAGHEL GALLAVAN
BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That form FD-35 "Field Firearms and Scientific Training Records" be modified so as to provide a complete annual record on a single card in accordance with the attached and that the card be placed in the Agent's personnel file at the end of the year as the top serial and further that only the most recent such card be maintained in the file in addition to the card for the current year.

ADVANTAGES:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 C. J. H. / JHF

1. The present form covers a period of several years and the rules require that it be placed in the Agent's personnel file when it is completed which may be in the middle of a fiscal period. This causes inconvenience in checking the record of an employee for the current year which is frequently necessary to determine whether he has had all of the required training.
2. The use of the suggested form would make immediately available scores covering the same periods in the files of all Agents which is not true under the use of the present form.
3. From the card it can be more readily ascertained as to the delinquencies of a particular Agent for the year.
4. The elimination of the present practice of filing the card permanently in the personnel file after it has been completed would save filing space and prevent each personnel file from becoming unnecessarily bulky.

DISADVANTAGES:

1. The destruction of each card after it becomes one year old would eliminate from the personnel file history of the progress in firearms and technical training of each employee, and there would be available only his record covering a year and a portion of a second year.
2. The set up of the proposed record is such that it does not facilitate to the same degree as on the present form the comparison of scores in each of the phases of firearms training.

RECOMMENDATION:

Unanimously in favor of the revision of the form and Mr. Harbo, in addition, is in favor of its destruction after one year old as suggested. Messrs. Conroy, Scheidt, and Hendon are in favor of the form at the end of each fiscal year as a permanent serial in the personnel file.

(continued)

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Clegg
Hendon

52 JUN 5 1946

Suggestion #220

C EXECUTIVE CONFERENCE CONSIDERATION:

5/27/46 - Executive Conference composed of Messrs. Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo was unanimously in favor of the suggestion as made by the employee.
RTH:AF

RTH

Est 7

<input type="checkbox"/>	Tolson
<input type="checkbox"/>	E. A. Tamm
<input type="checkbox"/>	Clegg
<input type="checkbox"/>	Glavin
<input type="checkbox"/>	Ladd
<input type="checkbox"/>	Nichols
<input type="checkbox"/>	Rosen
<input type="checkbox"/>	Tracy
<input type="checkbox"/>	Carson
<input type="checkbox"/>	Egan
<input type="checkbox"/>	Gurnea
<input type="checkbox"/>	Harbo
<input type="checkbox"/>	Hendon
<input type="checkbox"/>	Pennington
<input type="checkbox"/>	Quinn Tamm
<input type="checkbox"/>	Nease
<input type="checkbox"/>	Miss Gandy

THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

77982

SUGGESTION #212

EMPLOYEE: MARCELLA WALTERS
NEW ORLEANS FIELD DIVISION

MEMBERS PRESENT: E. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scholdt

Continuing
EMPLOYEE SUGGESTS: That the Collective Service log which is transmitted to the Bureau with the monthly administrative report be discontinued and that these cases be treated like all other cases closed administratively.

ADVANTAGES:

1. This would simplify the procedure in the field offices and reduce to some extent the clerical work involved.

DISADVANTAGES:

1. The itemized information concerning individual cases appearing on the Collective Service log is necessary to continue the maintenance of the detailed Collective Service data which have been compiled since the Act was passed in 1940.
2. The Collective Service logs for individual offices are quite brief and a comparatively inconsequential amount of clerical work is involved.

RECOMMENDATION: Unanimously unfavorable.

RTH:ET

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs EA Tamm, Glavin, Hendon, Rosen, Hince, McGuire, Ladd, and Harbo) was unanimously unfavorable.

RTH:AF

RECORDED
&
INDEXED
66-2554-4287
52 MAY 24 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/90 BY SP-5 CPH

RH

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Holloman
Gandy

4-27-1946
CLOSING
R. C. Hendon

THE DIRECTOR

MAY 22, 1946

THE JOINT COMMITTEE

SUGGESTION #219

EMPLOYEE: SPECIAL AGENT BRYANT H. CROFT
SAINT LAKE CITY FIELD DIVISION

77981

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Schmidt

EMPLOYEE SUGGESTS:

**Main to agency*
That a cabinet be maintained at the Bureau in which Agents *Quinn* reporting for *in-service* training could leave their service guns during the time they are in Washington, D. C.

ADVANTAGES:

1. This would avoid the necessity for leaving their guns in unoccupied hotel and boarding house rooms while they are attending classes.
2. They are not permitted to carry the gun on their persons while in classes.

DISADVANTAGES:

1. The conditions under which the Agents must maintain their guns are substantially no different from the problem involved when Agents are in travel status or on a road trip and must conduct interviews in some cases where it would not be desirable to be wearing a gun.
2. Experience has not indicated the need for such a cabinet.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

5/27/46 Executive Conference (Messrs. Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo) was unanimously unfavorable.

RTH:AF

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5C/BH

RECORDED

INDEXED

EX-40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

337

1946

Mr. Hendon

RB

THE DIRECTOR

H. H. CLEGG

MAY 27, 1946

77980

ps
The Executives Conference on May 20, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Tracy, Nichols, Ladd, Rosen, Hendon and Clegg, considered the Department's memorandum which in effect states that a search incidental to a lawful arrest limits the seizure of property to the seizing of fruits of the crime and instrumentalities used to commit the crime.

In view of the fact that the Departmental memorandum merely proposes to interpret the decision of Federal Judge Meaney of Newark, New Jersey and as the higher courts have not yet sustained Judge Meaney on his point of view the Conference unanimously felt that it would be unwise to distribute a bulletin to the field incorporating Judge Meaney's views and the Department's alleged interpretation of such views.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-SC/bjx

RECORDED
&
INDEXED

EX-23

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

5 - 1946

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 8, 1946

FROM : A. ROSEN

SUBJECT: PUBLICITY

77979

The Bureau has within the past few weeks received several indications that Special Agents in Charge are releasing to the press facts concerning Bureau cases which upon release result in national publicity.

The most recent case involved the arrest of several individuals in Louisville, Kentucky and Indianapolis, Indiana in connection with the theft of goods of considerable value including nylon hosiery from the Railway Express Agency. This case is entitled "Doctor Archie S. Goldstone, Etal; Theft from Interstate Shipment." The value of the goods taken in this matter is now estimated at between \$35,000 and \$40,000 but the officials of the Railway Express Agency, according to SAC McFarlin, greatly exaggerated the losses. Consequently, the facts as released to the press by our field office and as elaborated upon by the Railway Express Agency received a great amount of space in the newspapers in several localities including, to the Bureau's knowledge, Washington, D. C., New Orleans, Louisiana and Jackson, Mississippi.

ACTION TO BE TAKEN

It would, therefore, appear advisable to again call to the field's attention the Bureau's rules regarding the dissemination of information to the press as set forth in Section 9L of the Manual of Rules and Regulations and to caution each Special Agent in Charge to notify the Bureau and to secure Bureau authority by telephone or teletype prior to the releasing of any facts in any Bureau case which may result in national publicity. A letter to all Special Agents in Charge containing such instructions is attached for your approval.

Attachment

Addendum: The Executive Conference on May 10, 1946, attended by Messrs. Tolson, Tamm, Glavin, McGuire, Ladd, Tracy and Rosen, approved the attached letter to all Special Agents in Charge.

CCN:MG

Director's notation: "OK H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CIL/DAF

RECORDED
INDEXED
EX-18

166-2554-4986
F B I
48 JUN 3 1946

INITIALS ON ORIGINAL

57 JUN 5 - 1946

THE DIRECTOR

77977
May 17, 1946

THE JOINT COMMITTEE

SUGGESTION #122

EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

1. SAC Brown of Savannah inquires as to whether in the opening of a new case on an old subject the old file should be reopened irrespective of difference in classification of cases. For example, he specifically inquires whether in opening an Escaped Federal Prisoner case, which is 76 classification, the substantive case in NAYTA bearing a 26 classification should be opened or whether a new 76 file should be utilized.

Brown pointed out that in directing the consolidation project in his field office, files therein with the same subject were consolidated irrespective of types of offenses involved. It has occurred to him that such a procedure might have been inaccurate since it will cause a distortion of the monthly administrative report and not enable any kind of table covering a particular type of a case.

The Committee is unanimously of the opinion that the Savannah Office was in error and went too far in its consolidation. A new case bearing the appropriate classification number of violation involved should be opened and cross-referenced to the former case under different classifications. There is no reason why there cannot be two master files dealing with the same subject in which instances there would be one index card covering the subject but reflecting the two case file numbers with an asterisk before each indicating that they are master files. To do otherwise would be very confusing as to substantive supervision of the new case the facts of which have no bearing upon the new investigation. In addition, there would be a great deal of extraneous and bulky material maintained in the new pending file section which should be in the closed file section. Further, as SAC Brown points out, the listing of cases by classification in the monthly administrative report would be wholly inaccurate unless new cases are opened under the proper file number. No purpose is served through the consolidation of such files since any pertinent information in the old files is readily available in connection with new cases when properly closed, indexed, and consolidated on the index card itself.

RECOMMENDATION:

Unanimously that SAC Brown at Savannah be appropriately advised that files under different classification numbers should be maintained separately.

RECORDED

&
INDEXED

EX-23
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/90 BY SP-5 CBNP

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

50 JUN 6 - 1946

66-2554-64985
JUN 3 1946

SUGGESTION #122
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

77978

2. SAC Brown further inquires whether a closed file on a subject ought to be consolidated with a second file in which the subject is merely one of several subjects. The same reasons as above would follow in addition to the fact that procedure as one under consideration would cause considerable confusion. Situations would be encountered where a veritable chain of consolidations would be necessary.

RECOMMENDATION:

Not. Unanimous that SAC Brown be advised that cases having one subject should be consolidated in a case in which the same individual is only one of several subjects as indicated in the attached letter to SAC Brown. An SAC Letter is also attached.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Rince, Ladd, Rosen and Tamm on May 27, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
Jest
OK

FIL DIRECTOR

77976
8/13/46

FIS LEGATIVE CONFERENCE

DEPARTMENTAL APPLICANTS AND SPECIAL INVESTIGATION

65094

The Executive Conference today with Messrs. Tolson, Tamm, Glavin, Tracy, Egan, Ladd, Nichols, Rosen and Carson in attendance approved the attached Bureau Bulletin, instructing the field that every effort should be made to prove or disprove all allegations received concerning the applicants.

Respectfully,

Clyde Tolson.

B. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

6/13/46

OK. H

RECORDED

66-2554-1986
F B I

EX - 31

55 JUN 4 1946

INITIALS ON ORIGINAL

Tolson
E. A. Tamm
Clegg
Correy
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Hennington
Quinn Tamm
Nease
Gandy

52 JUN 7 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/16/80 BY SP-SCI/DAF

ORIGINAL COPIES FILED IN 66-6200-77-2224

THE DIRECTOR

May 31, 1946

THE EXECUTIVES CONFERENCE

77975

sc

The Executives Conference considered the suggestion of Mr. Louis M. O'Brien who submitted a diagram which would permit the installation on Bureau cars of a special headlight circuit which could be operated by a switch so as to further dim the headlights of the car. The idea would be to change the appearance of the lights so as to disguise the car during a continued physical surveillance.

The laboratory has advised that the installation is technically possible but the result would not be worth the expense. Further, a reduction of the headlights to an intensity of one-fourth of the original candle power would result in a dangerous condition for driving.

RECOMMENDATION: The Conference on May 24, 1946, consisting of Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince was unanimously unfavorable to the suggestion. A letter to Mr. O'Brien has been prepared.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJB/BR

RECORDED

EX-23

66-2554-4987

John

cc: Mr. Clegg
Mr. Hendon
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AK

59 JUN 6

1946

77972

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMISSION

SUGGESTION # 10

EMPLOYEE: MR. G. G. GALLAN
SEAT OF GOVERNMENT

MEMORANDUM FOR THE DIRECTOR

R. F. Harbo
H. G. Hendon

D. H. Conroy
D. Schmidt

Executive Conference

EMPLOYEE SUGGESTION: That additional supervisors be furnished to the Selective Service Section to permit an entire review of Selective Service files in order that these cases may be brought to a logical conclusion with greater rapidity in the field.

Mr. Gallan points out that as a result of the teletype sent to all field offices on February 27, 1946, instructing that special emphasis be given to the handling of Selective Service cases during the month of March, little improvement insofar as the volume of cases closed was realized. He points out that some offices improved their record somewhat while other offices had a greater case load than during previous months. As a result of the letters received from the field as to the handling of the program during the month of March, Mr. Gallan states that no new procedures were brought to the Bureau's attention although the letters received indicated a rather thorough study on the part of all of the offices of the Selective Service problem confronting them.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/16/90 BY SP-5 C/BH

ADVANTAGES:

1. Additional supervisors would permit greater supervision of the cases from the Seat of Government and the placing of more supervisory pressure upon the field offices.
2. Additional supervisors would permit the transmittal of more letters to the field pointing out weak spots in their investigations and making investigative suggestions to them.
3. Mr. Gallan believes that additional supervisors would result in the closing of more cases by the field.

DISADVANTAGES:

1. The Selective Service problem is a problem of voluminous work and consequently a manpower problem. It is known that at the present time a shortage of Special Agents exists in every office while the demands upon their services are excessive in connection with anti-trust cases, the development of confidential informants, increased general criminal activities, pressure on Communist investigations and espionage cases, specials of one kind and another, and generally increased investigative activity. Each office has the problem of assigning and disposing its men to those matters requiring the most immediate attention. As a

RECORDED & INDEXED
307

66-2554-4988

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc: Mr. Ladd
cc: Mr. Hendon
cc: Mr. Rosen

1946 JUN 6
15

77973

result only a given number of men are available at any time for work on Selective Service cases no matter what supervisory or administrative pressure might be placed upon them from the Seat of Government.

2. The letters received as a result of the instructions issued by the Bureau, as pointed out by Mr. Callan, reflect that thorough attention was given by the field to the possible program to close more cases, without any material results which bears out that generally it is a manpower and not a supervisory problem.
3. Over a period of time extending from September, 1945, to February, 1946, (during which at all times it is realized the services of four supervisors were not available full-time) the following statistical accomplishments were realized:

Total number of files reviewed --- 152
 Total number of letters written to the field as a result of these file reviews --- 157
 Total number of letters written to the field more than 30 days previously --- 89
 Number of fugitives apprehended in cases in which letters have been written to the field --- 8
 Number of cases in which affirmative action leading to the closing of the case has been taken --- 11

The Committee points out that this is a mere "drop in the bucket" when it is considered that we have pending at the present time a case load of approximately 12,000. This again bears out the contention that it is not a supervisory problem.

4. The services of these four Agents could be far better utilized in the field actively investigating Selective Service cases.
5. This program places an over-emphasis on this type of case, not justified as such.
6. The Bureau has recently eliminated file reviews at the Seat of Government on desertion and general investigative fugitives due to the manpower shortage. In the Records Section any program along this type dealing with the large number of Selective Service fugitives could not be handled due to the same shortage of personnel.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

It is believed that the present staff of Selective Service supervisors is adequate to direct the field along policy lines and insure that a proper proportion of available manpower is utilized in the field on Selective Service, commensurate with other duties.

ADDITIONAL INFORMATION: Unanimously opposed.

77974

EXECUTIVES CONFERENCE CONSIDERATION

Unanimously opposed by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Hince, McGuire, Glavin and Tracy.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
Tr.

E. A. Tamm

77971

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION # 170

EMPLOYEE: INSPECTOR T. D. HAUGHTEN

MEMBERS PRESENT:

R. W. Harbo
H. G. HendonE. D. Conroy
H. Schmitt

EMPLOYEE SUGGESTION: That Section 10 D (6) D of the Clerical Manual be revised to include present instructions that copies of identification orders and wanted flyers be distributed to all Agents rather than the requirement that a copy be placed on the bulletin board.

RECOMMENDATION: The Committee points out that the clerical manual is presently being revised and that the suggested change will be incorporated with the revision. His suggestion arrives as a result of the fact that the manual page covering this section has not been revised since the policy as to the distribution of the identification orders was changed.

ECH/ml

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/16/2001 BY SP-5 CJS/BKX

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on May 28, 1946, with Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Hince, McGuire, Glavin and Tracy in attendance, unanimously agreed that the change be incorporated in the Clerical Manual when the pertinent page is next revised.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
INDEXED

EX - 26

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 JUN 6 1946

77970

THE DIRECTOR

May 27, 1946

THE JOINT COMMITTEE

SUGGESTION #127

EMPLOYED: R. F. CANTWRIGHT
DIVISION 4
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. E. Clegg
R. C. Hendon

E. E. Conroy
E. Schmidt

EMPLOYEE SUGGESTS:

That the attached rules and regulations relative to the preparation of abstracts be included in the revision of the stenographers' Manual of Instructions.

ADVANTAGES:

1. These rules codify present recommendations as to the preparation of abstracts.
2. They will serve as a ready reference to stenographers at the Seat of Government.

DISADVANTAGES:

None.

RECOMMENDATION:

Unanimously favorable.

REMARKS:

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Hince, McGuire, Glavin and Tracy.

RECORDED
&
INDEXED
EX-26

Respectfully,
For the Conference

32 JUN 5 1946

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 CJP/HR

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc: Mr. Hendon

cc: Mr. Clegg

1946

77969

MAY 23, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #172-C

EMPLOYEE: JANE CHIDLER
KNOXVILLE FIELD DIVISIONMEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That more complete instructions on the preparation of vouchers, contracts, and bids and the use of fiscal control numbers be incorporated in the Chief Clerk's Manual.

ADVANTAGES:

1. Complete instructions would permit inexperienced employees to adequately handle these various clerical functions.

DISADVANTAGES:

1. It would require additional space in the manuals.

RECOMMENDATION: Unanimous that this matter be fully considered by the Administrative Division and appropriate data as complete as space makes it advisable be furnished to the Training and Inspection Division for inclusion in the combined Manual of Rules and Regulations and Clerical Manual.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On May 27, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm considered the above suggestion and was unanimously in agreement with the Joint Committee with the further recommendation that the Administrative Division select one or two employees not connected therewith and who are not immediately familiar with these various problems in order to insure that the instructions are sufficiently complete without becoming burdensome in length and that they are clear from a non-technical standpoint.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CIP/HP

1946

5

THE DIRECTOR

May 31, 1946

THE EXECUTIVES CONFERENCE

77968

cc
* The Executives Conference considered the case of Francis Carl London of the St. Louis, Missouri Police Department presently attending the National Academy. The Naval Hospital advises that London has a marked tremor of hand and arm which makes him physically unfit to participate in raids and apprehension of criminals which might entail the practical use of firearms. The Conference was further informed that this officer has a noticeable nervousness which is so excessive as to make his use of firearms inadvisable. He personally states that his nervousness does not affect his shooting.

RECOMMENDATION: The Executives Conference on May 24, 1946, consisting of Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince unanimously recommended that Officer London be informed that the Naval Hospital has recommended that he not be permitted to participate in firearms work and accordingly on the basis of this recommendation, it will not be possible for him to actively participate in the Firearms Training at Quantico. The Conference recommends that he be permitted to attend and observe the shooting and receive instruction in training methods but that he not be permitted to use firearms during the course. If approved Mr. London will be so informed.

RECORDED

EX - 31

31

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 CJB/HF

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 JUN 6 1946

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-F

EMPLOYEE: JANE SNYDER

PHOENIXVILLE FIELD DIVISION

77967

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. L. Conroy
E. Scholdt

EMPLOYEE SUGGESTS:

That the disposition of signed statements, photographs, bills and sales receipts be reflected in investigative reports.

ADVANTAGES:

1. After reading the report it would be readily ascertained by all offices in possession thereof where such material was located.

DISADVANTAGES:

1. Most ordinarily the disposition of such materials is not available at the time a report is prepared and where known it is not contrary to present practice to reflect the information.
2. There would be so many exceptions to the rule that a rule is not required and would become inoperative.

RECOMMENDATION:

Unanimously opposed.

RCN:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

INDEXED

Respectfully,

1 For Exec Conference

EX - 40 Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg OM

52 JUN 6 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-SCIB

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-B

EMPLOYEE: JANE CHYDER
KNOXVILLE FIELD DIVISION

77966

MEMBERS PRESENT: R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scholdt

EMPLOYEE SUGGESTS: That a section in field office indices be established under the heading "Guns" or "Firearms" where index cards would be filed by serial number where such a number was available and in alphabetical order by description where the serial was not available.

ADVANTAGES:

1. Would establish one place in which to look for the prior record on a firearm rather than in numerous places as is permissible at present.
2. An index by serial number rather than by a make of gun permits less chance for a miss.

DISADVANTAGES:

1. None

RECOMMENDATION: Unanimously that the suggestion be approved with the modification that the cards be filed by the last three digits of the serial number in conformity with the prior recommendation as to the filing of automobile motor numbers and that this matter be covered in the new indexing manual.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED

INDEXED

The Executives Conference on May 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm in attendance, was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/80 BY SP-5 CJB/MT

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Mr. Hendon

THE DIRECTOR

THE EXECUTIVE CONFERENCE

May 23, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-SCI/BNF

The Executive Conference of May 27, 1946, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Nichols, Kince, Rosen, Ladd and Glavin considered a suggestion submitted by Special Agent R. E. Lee of the Administrative Division to the effect that in the future when disciplinary action is taken against Bureau employees involving loss of salary that the employee be suspended for a period of days rather than reducing his grade and salary.

It was pointed out to the Conference that when an employee is reduced in grade and salary his overall loss is much greater than if he had been suspended. The Conference was further advised that an Agent had computed he would lose approximately \$4,000 due to a reduction in salary since a longer period of time would elapse before he reached the maximum salary in the Special Agent grade than he otherwise would have experienced. The Conference was advised in this particular case the actual loss would be approximately \$2,338.

It was further pointed out to the Conference that when there is a reduction in salary under the present law it is necessary to reduce the employee in grade since he cannot be reduced in the same grade under the Ranspeck Act. This decision of the act stems from the fact that once an employee earns an administrative or meritorious promotion in a salary grade, so long as he is in this salary grade this earned promotion cannot be taken from him and the only way it can be reduced is to reduce in grade.

It was further pointed out to the Conference that the Bureau instituted a system of reduction in grade particularly in cases of Special Agents in order that the Bureau would not lose the services of the Agents for a period of time of from 3 to 10 days or longer.

The Conference with the exception of Messrs. Ladd and Glavin recommended that the Bureau's present policy be changed so that when administrative action is taken against an employee that he be suspended rather than being reduced in grade and salary.

Ladd and Glavin felt the Bureau's present policy should be continued.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Respectfully Submitted,
FOR THE CONFERENCE

RECORDED 66-2554-1995
& Clyde Tolson E. A. Tamm

INDEXED

174 ex-133

77964

THE DIRECTOR

5-38-46

THE EXECUTIVE CONFERENCE

~~ESCAPED PRISONERS OF WAR~~

On May 20, 1946, The Executive Conference, attended by Messrs. Tolson, Glavin, Harbo, Hendon, McGuire, Tracy, Ladd and Rosen, unanimously approved the attached Bureau Bulletin, which advises that the French Marshal General has agreed to release pictures of escaped prisoners of war immediately after their escape so that the pictures may be published in an effort to obtain general public assistance in the identification and apprehension of escaped prisoners of war and suggests that appropriate arrangements be made with officials of the Prisoner of War Camps so these pictures will be made available.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 CIB/HF

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

AM:HP

OK
H.
Now that the war is
over the "brass-hats" finally do
something which should have
been done years ago. H.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

INDEXED
&
RECORDED
EX-128
174

66-2554-4996
JUN 7 1946

73 JUN 7 1946

THE DIRECTOR

77963
May 27, 1946

THE JOINT COMMITTEE

SUGGESTION #140

EMPLOYEE: SAC WILLIAMS
HOUSTON FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

That uniform indexing of motor vehicle numbers be established to the effect that such numbers be filed by the last three digits instead of the whole motor number.

ADVANTAGES:

1. This system is recommended by the Bureau to police departments on record surveys.
2. The system is recommended by the National Automobile Theft Bureau.
3. Such indexing affords easier and faster searches.
4. Less chance for error in filing exists where the last three digits are utilized both because less digits are involved and that numerous instances arise of problems with respect to prefixes of motor numbers where whole numbers are used.
5. This system is understood and recommended almost unanimously by recent Chief Clerks' Conferences.

DISADVANTAGES:

1. The adoption of this or any other uniform system will require a revision of indexing of motor numbers in some offices.

RECOMMENDATION:

Unanimously that this system be adopted and included in the new manual on indexing which is being prepared.

RECH: *N*

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Glavin, McGuire, Glavin and Tracy.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

166-2554-4997
JUN 5 1946

EX-133
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

JUN 6 1946

Mr. Hendon
Mr. Clegg

THE DIRECTOR

MAY 23, 1946 7962

THE JOINT COMMITTEE

SUGGESTION #172-A

EMPLOYEE: JANE F. SNYDER
KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That all indexing be done by the Chief Clerk's Office. At the present time indexing or dictation is done by stenographers.

ADVANTAGES:

1. Indexing would be more uniform if performed by the same employee in the Chief Clerk's Office.
2. Some index cards made by stenographers are duplicates of index cards already in file, and this duplication might be eliminated if the search were made prior to the making of the index cards in the Chief Clerk's Office.

DISADVANTAGES:

1. It would throw a tremendous burden upon the Chief Clerk's Office in most places and would require probably a special staff in offices of large size.
2. The present system eliminates delay in indexing since the cards are submitted together with the report on which they are based.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/10/90 BY SP-5 CIB/H

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

&
INDEXED

66-2554-4998
JUN 5 1946

77996

MAY 23, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION 7172-D

EMPLOYEE: JAMES CLYDER
KNOXVILLE FIELD DIVISIONMEMBERS PRESENT: R. F. Harbo E. E. Conroy
R. C. Hendon E. Schoidt

EMPLOYEE SUGGESTS: That general index cards covering sources of information bear, in addition to the name of the individual, the name of the town in which he is located.

ADVANTAGES:

1. This would serve to identify the sources of information from other individuals bearing a like name.
2. It would facilitate the location of the sources of information card in the special source file where they are filed by geographic location rather than in alphabetical order.

DISADVANTAGES:

1. It would require additional typing effort to maintain the cards in this manner.
2. So seldom is there need for such information on the general index card that it would not warrant the additional work.
3. It is presently permissible to include such information where a common name is involved.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-TC/MP

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

EX-133

Mr. Hendon

77995

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-B

EMPLOYEE: JAMES EIDER

KNOXVILLE FIELD DIVISION

MEMBERS PRESENT:

D. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scholdt

EMPLOYEE SUGGESTS: 1. That lengthy quoted material be inset both in the left-hand and right-hand margins.
2. That a larger margin be left at the top of investigative reports (at present is 1 1/4")

ADVANTAGES:

1. It would more readily reflect that the material is quoted.
2. Larger margin at the top would make the reading of the pages in large reports easier.

DISADVANTAGES:

1. It would unnecessarily require the use of more paper and if the material is lengthy would in turn lengthen unnecessarily certain reports.
2. No purpose is served by the suggestion since from quotation marks it is always apparent that the material is quoted.
3. This is the type of matter which does not require a rule or regulation.
4. It is believed that the present margin at the top, everything considered, is satisfactory.

RECOMMENDATION: Unanimously opposed.

RECORDED

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/89 BY SP-5 CIL/BRP

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED
36

66-2554-5000
FBI
39 JUN 5 1946
E. A. Tamm

1946

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

May 15, 1946

The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, Rosen, and Clegg considered the suggestion made by Mr. Tracy that the Bureau have cost surveys conducted, both at the Seat of Government and in the field, of the various types of activities and performances so that once the cost has been established, subsequently, when deemed necessary, the Inspector could have a further check made to compare present costs with previous costs for the same operation. Mr. Tracy explained that in the Identification Division such cost surveys should be made to show the actual cost for handling fingerprints separate and apart from name searches, wanted notices, and other requirements also which should be checked as to unit cost. He also felt that in field offices the cost of filing serials, withdrawing serials, making name searches and the like including average cost of different types of investigations should be made.

Those opposed to the suggestion were of the opinion that in field offices where experienced clerical personnel were employed with higher salaries due to length of service than in offices where newer clerks were employed and the varying sizes of file rooms and the like would not make a comparison between offices feasible. To make cost accounting checks of operations of this type in field offices at varying times would involve more work and expense than the results would justify. The Inspector can and does make a study as to the streamlining procedures in field offices and makes recommendations or gives instructions for the elimination of unnecessary practices which further would make the suggestion unnecessary. The varying degrees of difficulty in handling specific types of investigations and the degree of thoroughness on which they are conducted does not in the majority of cases at least, lend itself to such a mechanical tabulation.

Mr. Tracy recommends favorably with reference to this suggestion.

The other members of the Conference recommend that the proposed cost accounting procedure in the field offices not be made. They felt that the present program whereby the Chief Clerk's Office, from time to time, makes cost accounting checks of administrative operations in different parts of the Seat of Government should be continued when and as possible.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 CIB/MF

Respectfully,
For the Conference

RECORDED

Clyde Tolson

66-2554-5001
FEDERAL BUREAU OF INVESTIGATION
JUN 5 1946
U. S. DEPT. OF JUSTICE
11/1/46

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

ORIGINAL FILED IN

77992

MARCH 13, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #98

EMPLOYEE: INSPECTOR R. C. HENDON
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg
R. C. HendonE. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That closed files be destroyed after a period of 25 years and to include at the present time all files predating the present Bureau field file system which was instituted in April 1925 or 1926.

ADVANTAGES:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJO/KRO

1. On a long range basis it is impossible to retain all closed files, and a decision must be made as to the date after which such files will be no longer useful.
2. It will save filing space and file cabinets.
3. It will save administrative effort and costs since a fewer total number of files will be handled within an office.
4. It is believed that the possible usefulness of files within a 25 year period makes it inadvisable to destroy them at an earlier date whereas the chance for their usefulness thereafter is very slight, recognizing, of course, that some arbitrary date must be selected.
5. The current experience of Agents in Charge, particularly in large metropolitan areas, is that constant reference is being made or utilized in connection with old files up to the inauguration of the present filing system. On the other hand, it is the experience that the files that predate that period are seldom if ever used for purposes of reference, to the extent that it is not felt worthwhile to maintain them.
6. It is the experience in some of the offices that all pertinent information, particularly in security cases that was accrued during the period of World War Number One, has been brought forward into the current Internal Security files and as a consequence the analysis of these files has been completed and they are no longer useful.

DISADVANTAGES:

1. Conceivably, there might be some future use for any particular file after the date selected for its destruction.
2. In cases of what might be termed "over-age" files it would be necessary to communicate with the Bureau to obtain necessary information where the originals would be on file.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

RECORDED & INDEXED 66-2554-5002

75
EX-105

78 JUN 7 1946

WAA

77993

MEMORANDUM FOR THE DIRECTOR

RECOMMENDATION: Unanimously favorable.

RCH:ELN

EXECUTIVES' CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg unanimously approved the recommendation and makes the additional recommendation that when the files over 25 years old are destroyed, the index cards relating thereto be marked with a stamp stating "File destroyed 1946." Thus it would be possible at a later date to purge the index cards from the files while in the meantime they would be available to flag the field office beyond the 25-year period that information on a particular subject or subject matter was available at the Seat of Government from the original reports.

Respectfully,
For the Conference

*OK but be certain
it is legal.
H.*

V.
Clyde Tolson

EAT.
E. A. Tamm

CC - Mr. Clegg

RCH:DW

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Mumford _____
Quinn Tamm _____
Nease _____
Gandy _____

77991

THE DIRECTOR

June 4, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 3, 1946, consisting of Messrs. E. A. Tamm, Rosen, Hendon, Harbo, Hince, Nichols, and Glavin, recommended that the attached memorandum to all Assistant Directors go forward, concerning the conservation of electricity.

The memorandum embraces the Attorney General's circular 3899, dated May 27, 1946, Supplement Number 1, concerning the same matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/50 BY SP-8 CJP/BJP

RECORDED & INDEXED

383 66-2554-5003
32 JUN 5 1946

WRG:pam

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Perrington
Quinn Tamm
Nease
Miss Gandy

78 JUN 7 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

77989

TO : Mr. R. T. Harbo

DATE: April 30, 1946

FROM : J. A. Sizoo

SUBJECT: PREPARATION OF LABORATORY REPORTS

In order to reduce the amount of clerical time involved in the preparation of Laboratory Reports, consideration has been given to the preparation of a form letter or a form report which will reduce the amount of time involved. Further consideration is still being given to this problem, although I believe that the preparation of a form letter in check cases where the results are negative is entirely in order and should be used though we develop a form report which may be used in other cases.

RECOMMENDATION: It is recommended that the attached form letter be used in the future in advising contributors, field offices, and otherwise of negative results in check cases.

If the use of this form letter is approved, it is suggested that in the re we include the name of the check passer, the date of the check, and indicate the file and Q number, thus: "Richard Roe, Fraudulent Check dated March 1, 1946, 95-1057, Q1". It is believed that by indicating the full information including the Q number it will assist the police department in locating and making reference to this check in the event subsequent checks are submitted. They will be given Q numbers above Q1. It will also be easier for the examiner to follow his Q numbers.

Reference is made to the last paragraph of the attached form letter. In order to expedite the submission of reports, it has been the policy to return the evidence later by form letter. Accordingly, an appropriate space is left in this sentence in order that the words "is not" may be inserted for those cases in which the material submitted is not being returned with the negative report. It will then be necessary for the examiner to add another sentence which will read substantially, "Appropriate photographs are being made for future reference purposes and the material submitted by you will be returned in approximately five days". Of course, the work "is" will be inserted when the questioned material is being returned with the form letter.

APPROVED BY EXEC CONF 5/8/46:
Messrs. Tolson, Glavin, Tracy, E.A. Tamm,
Hendon, Nichols, Clegg, Mumford, Rosen & Harbo.

Attachment

JAS:FLM

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-SC/BH

F B I
48 JUN 4 1946

INITIALS ON ORIGINAL

58 JUN 14 1946

ORIGINAL FILED

77990

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/16/90 BY SP-501/AM

RE:

Reference is made to your letter dated
concerning the above captioned matter.

You are advised that the check referred to above, which
was forwarded with your communication, has been searched through the
appropriate sections of the National Fraudulent Check File. All names,
including the endorsements, appearing on the check have been compared
with the signatures on fingerprint cards of persons having these names
or using the names as aliases. No identification was effected.

The material submitted by you being returned herewith

Sincerely yours,

APPROVED BY EXEC CONF 5/8/46:
Messrs. Tolson, Glavin, Tracy, E.A. Tamm,
Hendon, Nichols, Clegg, Mumford, Rosen & Harbo.

John Edgar Hoover
Director

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

B &

< blocked

66-2554-5004

ENCLOSURE

RECEIVED DIRECTOR
FBI
U.S. DEPT. OF JUSTICE
JUN 11 AM '46

The Director

6/3/48 88

Executives Conference

The Executives Conference, consisting of Messrs. E. A. Tamm, Rosen, Mumford, Hince, Harbo, Glavin, and Nichols, considered the request of Chief of Detectives Walter G. Storms that the Bureau publish in the FBI Law Enforcement Bulletin the ransom list in the Edward Jones kidnaping case. The Bureau is not doing anything in this case.

It was pointed out to the Conference that as a matter of cooperation we have in the past inserted write-ups on badly wanted fugitives for local officers, and it was the unanimous recommendation of the Conference since the ransom list would not take over two and one-half pages that we do this for the Chicago Police Department; however, making it clear in the insert that it is the Chicago Police Department who is circularizing the list and not the FBI.

If approved, Mr. Nichols will have SAC McSwain contact Storms, tell him that we will insert the list, and have Storms indicate the specific heading for the statement.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

LBN:hbm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 EJB/AR

RECORDED
&
INDEXED

EX-26

36 JUN 5 1948

52 JUN 6 1946

166-2554-8605

THE DIRECTOR

THE EXECUTIVE CONFERENCE

5/28/46

77987

cc

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered a suggestion of Special Agent K. T. Delavigne that ~~high~~ and cancellation notices received from Immigration and Naturalization Service and United States Probation Offices be destroyed after handling.

Mr. Tracy pointed out to the Conference that after such notices are received and posted, the material is carefully reviewed by a Reader in the Posting Section in order to eliminate the possibility of error; therefore, there does not appear to be any need for permanent retention of the form letter notices.

The Conference unanimously recommends the notices be destroyed after posting and review.

In the event the Director approves the recommendation, there is attached a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,
For the Conference

T
Clyde Tolson

EA
E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

SJT:cbp

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Harson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

RECORDED
&
INDEXED

EX-133

66-2554-5006
F B I
31 JUN 5 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/14/92 BY SP-5 Cj/DAF

62
asp
78 JUN 7 1946

THE DIRECTOR

March 27, 1946

THE EXECUTIVE CONFERENCE

77983

lc
The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Rosen, Harbo, Hendon and Tracy on March 18, 1946, considered a form letter recommended for the Identification Division to be used where a name search is requested by a law enforcement agency, federal or state agency, other than Bureau.

A sample of the proposed letter is transmitted herewith, and the Conference unanimously recommends its adoption in view of the fact it will save time in the Identification Division.

Respectfully,
For the Conference

Glyde Tolson

cc - Mr. Clegg
Mr. Hendon

E. A. Tamm

Attachment

SJT:obp:db

*Form letter (T-120)
printed & sent to Mr. A. Tamm's
office 4-9-46
RCR*

RECORDED

166-2554-5007
F B I
55 SEP 29 1946

EX-25
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/14/90 BY SP-5 CIP/HK

db
30 1946
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL COPY FILED IN - 66-3482-11

THE DIRECTOR

MARCH 13, 1946

THE JOINT COMMITTEE

77985

SUGGESTION #99

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
TRAINING AND INSPECTION DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
E. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That all closed criminal files over ten years of age be destroyed with the provision that the Special Agent in Charge of the field office in his own discretion will be permitted to retain files dealing with general criminal situations and such files as some of the major kidnapping and bank robbery files which would have value for reference purposes to general criminal activities.

ADVANTAGES:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 CJB/KAF

1. The overwhelming percentage of the closed files of routine criminal cases have no subsequent value in a field office after ten years.
2. The provision that certain files might be retained will give the SAC an opportunity to retain those of archivic value to which reference might be made occasionally.
3. This would provide a definite program whereby the old criminal files will be taken out of an office at periodic intervals and will reduce still further the amount of space required for maintaining closed files.
4. Mr. Nichols had advised that the National Archives has agreed that the Bureau can destroy any old files in field offices which they would have no long as the originals are at the Seat of Government. Thus this would be a legal procedure.
5. The infrequent need for the old files beyond ten years is further accentuated by the fact that when cross references lead to older files, the information is of no value of of very little value in most instances.
6. The only added expense occasioned by this procedure would be the occasional necessity of requesting the Bureau to send to the field office an old file to see if there is material of current value which would be far less expensive than the rental for the space required for these old files.

RECORDED: 66-2554-5007

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

7. The subsequent criminal activities of a subject after he has served a sentence and has been released from the penitentiary in practically all instances occur within the ten year span, it being recalled that the average life sentence of an individual is less than eight years' actual service in the penitentiary. For those serving shorter sentences, correspondingly shorter time would elapse before their subsequent criminal activities.

1946 62

[Handwritten signature]

77986

MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. There would be, in Metropolitan areas, more frequent occasion for reference to old files in order to develop leads.
2. This would set up a lack of uniformity as to when files would be destroyed in the field office since a different rule would apply to criminal cases than to intelligence or security cases.
3. It is contingent of some that many of these files are of extreme value beyond a ten year period, particularly in view of the fact that many of the more dangerous types of criminals involved who receive sentences of from two to five or more years will have completed those sentences and again start their criminal activities in the same area.
4. It does not take in a sufficient span of a man's life.
5. On a long range and permanent basis it is believed that the Bureau should adopt the policy which will provide for the retention of those files to which there may reasonably be future reference, and it is believed that a ten year span is entirely too short a period of time.
6. The Bureau's experience in making name checks for certain government agencies during the war time period has definitely proven the value of information contained in our files more than ten years old.

RECOMMENDATION: Mr. Scheidt and Mr. Clegg are in favor of the suggestion. Mr. Hendon and Mr. Conroy are not in favor.

REC:BIN

EXECUTIVES' CONFERENCE CONSIDERATION:

Mr. Clegg was in favor of the suggestion.

The remainder of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford and Egan are opposed to the suggestion upon the basis principally that a uniform rule should be established as to the age after which all types of files in a field office may be destroyed and further they believe that there are entirely too many instances in which general criminal files over ten years of age are of extreme value throughout the various field offices. They also feel that a previous recommendation that all files be destroyed in the field after they have reached 25 years of age will adequately and more safely take care of the closed file problem.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Clegg

Respectfully,
 For the Conference

Clyde Tolson

E. A. Tamm

77984

TO: THE DIRECTOR

DATE:

FROM: EXECUTIVES' 3

March 20, 1946

65033

SUBJECT:

The Executives' Conference on March 20th was advised that Mr. Ramsey of the Fines and Forfeitures Unit of the Criminal Division of the Department has suggested a proposed circular to the United States Attorneys, which circular will include the following:

"While the efforts of sureties to find and surrender their principals are often successful, the Department desires that all cases of default be referred promptly to the Federal Bureau of Investigation without waiting to ascertain the results of action by the sureties. The Bureau will make all necessary investigations in this type of case. All matters pertaining to financial responsibility and available resources of such judgment debtors should likewise be referred to the Bureau. Please note that Under Rule 46(f) (2) there no longer will be any necessity for instituting an individual action to recover on a forfeited appearance bond, but the liability of principals and sureties may be enforced on motion."

The Conference was advised that from the above it would appear that in any instance where a bond was defaulted, the Bureau would be requested to immediately locate the subject and this would amount to locating fugitives investigated by other governmental agencies.

Messrs. Glavin, Tolson, Tracy, Harbo and Nease were in favor of advising the Criminal Division that the proposed circular was all right and to issue instructions to the field that in those cases where a subject forfeits a bond, thus becomes a fugitive, the FBI will conduct an immediate investigation to locate that fugitive whether the FBI had original jurisdiction over the offense or not. Messrs. Nichols, Hendon, Rosen and Ladd were opposed and suggested the Criminal Division be advised that the FBI will continue to accept all cases referred to the United States Attorneys which involve an investigation to determine the financial ability of a subject to pay a fine but that it will not look for the subject who has jumped a bond except in those cases where the Bureau had primary investigative jurisdiction.

Mr. Ramsey of the Criminal Division will be orally advised of your views and the attached papers which he left with the Bureau will be returned to him at that time.

Respectfully,
For Conference

EX-33
Clayde Tamm

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY Sp-5 C/JH

DEL:DS

66-2554-5007X
MAILED
FEB 21 1946

THE DIRECTOR

5/27/46

THE EXECUTIVE CONFERENCE

65092

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered the subject matter of a lecture given by a Doctor Harold Cummins of Tulane University. A memorandum on the lecture was furnished the Bureau by the New Haven office and it appears Doctor Cummins claims that from studies and investigations he has determined that parentage can be determined by fingerprints. He also maintains that racial characteristics can be determined by fingerprints and that criminal analysis might likewise be studied favorably.

The suggestion made by Mr. Quinn Tamm points out Doctor Cummins has written books and pamphlets on the subject of dermatology and is a recognized authority. A check of Bureau files failed to reveal any derogatory information on Doctor Cummins. Mr. Tamm suggests that Doctor Cummins be contacted to ascertain the basis of his statements.

The Conference unanimously recommends Doctor Cummins be contacted when he is next in the vicinity of Washington. If approved, arrangements will be made to this effect for the purpose of ascertaining as much information as possible concerning Doctor Cummins's studies in the fingerprint field.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 C/BJ

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Glavin

Hendon

RECORDED

EX - 31

INITIALS ON ORIGINAL

58 JUN 26 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 5/3/46

FROM : J. E. Edwards

SUBJECT: Bureau Automobile Accident
 1942 Chevrolet, Damage - \$145.60
 Date - April 11, 1946
 SA Idus J. Lynn - Charlotte

DETAILS:

At 6 p.m. on 4/11/46 Agent LYNN was involved in a collision with an automobile owned by OSCAR ALLEN MORGAN and JOSEPH BEN MORGAN and operated by OSCAR ALLEN MORGAN.

Agent LYNN said he was proceeding in the Bureau car at approximately 25 mph at a safe distance behind the third party's car. He said the third party suddenly slowed his car down without any signal, at which time Agent reduced his speed and started to pass the third party on the left when the third party suddenly struck his arm straight out and turned to the left across the highway to enter a driveway. Agent said he immediately applied the brakes but was unable to stop on the wet slippery road before the left front of the Bureau car struck the left rear of the third party's car. At the time of the accident it was raining. The Bureau car remained on the right side of the road, skidded around and stopped across the right side of the highway with the rear end a little further down the road than the front. The third party's car skidded completely around so that it was headed in the opposite direction from which it was going and turned over off the pavement on the left side of the highway.

MORGAN said he was proceeding at approximately 20 mph and that he had intended to turn right but one of his five passengers wanted to go to the depot so he kept on without making the right turn. He said after that he started to slow the car down and put his hand out to signal that he was going to turn. As he started to make a left hand turn the Bureau car hit the rear of his car and turned it over. MORGAN said he did not know how far over in the left lane he had gone before his car was hit. Pauline Morgan, age 7, passenger in the third party's car was treated for a cut on her forehead and a cut in the center of the back of her head. MORGAN said he and his brother bought their car in the latter part of 1941 and said it cost approximately \$525. He said he paid over \$400 of this amount and his brother, Joseph Ben, paid the balance. Oscar Morgan said he lived at Nantahala, in a house owned by one Will Roper, but paid no rent for the house. He stated he planned to farm a little and share the crop with Roper in return for the use of the house. He said he had no bank account and no income other than a \$69 monthly disability check which he received from the Government. Reporting Agent said the homes of both the Morgans appeared to be extremely poor and the land on which their homes are located is mountainous and very little of it can be cultivated.

70 JUL 9 1946

RECORDED
 16-2554-5009
 JUL 4 1946
 INITIALS ON ORIGINAL
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/14/90 BY SP-5C/bmr

ORIGINAL COPY FILED

DAMAGES.

1. Bureau car - \$145.60
2. Other car - Approx. \$125
3. Personal injuries - Pauline Morgan, passenger in 3rd party's car sustained cuts on head

SAC'S RECOMMENDATION

SAC Scheidt recommended that Agent Lynn not be held liable for the damages to the Bureau car. He said that in view of the third party's financial condition, it is requested that he be advised whether he should have the Bureau car repaired and submitted three bids of which \$145.60 is the lowest. He recommended that the bid of \$145.60 be accepted.

ACTION RECOMMENDED

It does not appear that Agent Lynn was exercising the necessary caution in the operation of the Bureau car in attempting to pass the third party's car before he knew for sure what the third party intended to do after he slowed down, therefore, it is recommended that Agent Lynn pay for the cost of the repairs to the Bureau car.

mlw

ADDENDUM:

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Mumford, Hendon, Harbo, and Glavin of May 8th unanimously agreed that this Agent should not be held responsible for the accident in question.

THE DIRECTOR

May 25, 1946

THE JOINT COMMITTEE

SUGGESTION #221-C

EMPLOYEE: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/12/90 BY SP-5C/BH

MEMBERS PRESENT:

H. H. Clegg
H. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That duplicate serials be destroyed only in those cases which are of more than two sections and that this be done at time of closing.

ADVANTAGES:

1. The greatest saving of filing space is achieved in more voluminous types of files rather than in smaller files.
2. The amount of work required to pull the duplicate serials from all files may not be justified by the amount of space saved.

DISADVANTAGES:

1. Material savings of space often can be had through the destruction of duplicate serials in single section files. This is particularly true in those instances where reports of voluminous nature have been furnished only for informative purposes.
2. This leads to a lack of uniformity in the filing processes which in turn without taking time out to make notations on various files would constantly raise the question as to just how many copies of a particular serial should be in possession of an office.
3. Most frequently it would be the file of more than two sections which would be reopened after closing and if duplicate copies had been immediately destroyed sufficient copies for pending work might not be available.

RECOMMENDATION:

Unanimously opposed.

RECORDED

INDEXED

EX-26

REQUIRE

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd, Hince, Ladd, Long and Rosen in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

1946
Mr. Clegg

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #131

EMPLOYEE: INSPECTOR GURNEA

May 28, 1946 77960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CJP/ML

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Schmidt

EMPLOYEE SUGGESTS: That instructions be issued to the field for Agents in Charge to arrange appearances before the employees of each bank during which a discussion would be held as to the Bureau's jurisdiction in bank robberies and the assistance which the employees could render.

ADVANTAGES: 1. It would result in favorable public reaction and possibly serve as a deterrent to bank robberies.
2. It would increase the cooperation of banking employees in the solution and handling of bank robberies.

DISADVANTAGES: 1. There are thousands of banks throughout the U. S. and such an all inclusive program would entail a tremendous amount of work not justified by the expected results.
2. A great number of banks throughout the country have but two or three employees which situation would not render itself to the delivery of the type of lecture contemplated.
3. The same purposes can better be achieved by appearances before state and regional bank associations.
4. To a degree, the same thing has been done through the distribution of posters and letters to the banks throughout the country.

RECOMMENDATION: Unanimously opposed to the appearance of Bureau representatives before employees of each individual bank but it is recommended that a letter go forth to all Agents in Charge suggesting that appearances before the state and regional banking associations should be encouraged.

REHIRE

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance, was unanimously opposed to the suggestion and in agreement with the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

77958

May 28, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #129-1

EMPLOYEE: ASAC BUCKLEY
BUFFALO FIELD DIVISION

O Expatine Confer

MEMBERS PRESENT:

H. H. Clegg
R. C. HendonD. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That ~~Form~~ Letter FD-128 be revised, as indicated in the attached to include the statement that the new office to which the security index card is being sent, because of the change in residence of the subject, was being considered as the new office of origin.

ADVANTAGES:

1. This would eliminate the need for a separate letter to the Bureau requesting permission to change office of origin which in turn requires another letter from the Bureau to the new office and old office of origin.
2. Some offices are presently adding the statement to Form FD-128 which primarily is for the purpose of correcting security index cards in the Bureau and this proposal would legalize this practice.
3. There is no discretion as to the designation of the office of origin in these cases since upon a change of residence, after verification by new office, that office is the office of origin. Consequently, there is no disadvantage to having the office automatically designated without requiring separate correspondence.
4. The present system is ponderous and unnecessary.

DISADVANTAGES:

1. In all other types of cases a specific request must be made of the Bureau for a change in the office of origin which is then made by the Bureau. It is pointed out in this regard, however, that this practice has been followed because ordinarily the question of discretion is present.

RECOMMENDATION:

Unanimously favorable. RECORDED

INDEXED

EX-26

21

EX-26

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/80 BY SP-SC/PH

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

EX-26 JUN 7 1946

77959

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 4, 1946,
with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols,
Hince, Ladd, Long and Rosen in attendance.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
AT
EAT
E. A. Tamm

77957

THE DIRECTOR

May 20, 1946

THE JOINT COMMITTEE

SUGGESTION 7329-A
EMPLOYEE: ASAC BUCKLEY
BUFFALO FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Schacht

EMPLOYEE SUGGESTS:

That uniform indexing of communist material be achieved and particularly that involving indexing of technical surveillance logs.

RECOMMENDATION:

It is recommended that this be included in the survey presently being made in the field as to the handling of technical and microphone surveillances.

REMARKS:

EXECUTIVES' CONFERENCE CONSIDERATION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 C/BW

The Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance, was unanimously in agreement with the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

&
INDEXED

66-2554-5613

31 JUN 6 1946

EX-19

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Kerola
Pennington
Quinn-Tamm
Nease
Gandy

JUN 7 - 1946

Mr. Hendon
Mr. Clegg

Ev.

77956

THE DIRECTOR

June 5, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference, Messrs. Tolson, Glavin, Q. Tamm, E. A. Tamm, Hendon, Nichols, Rosen, Ladd, Long and Hince being present, on June 4, 1946, considered and recommends approval of the request made by the Examining Board at Seattle, Washington, that Mr. George Eastman of the Seattle Police Department presently attending the FBI National Academy be given the examination for the position of Chief of Police under Bureau supervision on June 7, 1946. If approved the examination which has been received will be given to Mr. Eastman by the Training Division and will be mailed to the Examining Board from the Bureau.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/H

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon
LAH/wl

RECORDED
&
INDEXED
EX - 23

66-2554-5014
F B I
31 JUN 6 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____

57 JUN 7 1946

HSH

77955

THE DIRECTOR

May 23, 1946

THE JOINT COMMITTEE

SUGGESTION #129-D

EMPLOYEE: ASAC HUCKLEY
BUFFALO FIELD DIVISIONALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/00 BY SP-5 CJD/DP

MEMBERS PRESENT:

H. H. Clegg
R. C. HendonE. R. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That when the subject of a security index card has moved to another field division and the office of origin has been changed the security index card be destroyed rather than placed in the investigative file of the former office of origin as presently required.

ADVANTAGES:

1. Since the subject no longer lives in the territory the card is not particularly useful and if the subject moves back to that territory a new card bearing up-to-date information would have to be made.

2. It would save the filing processes presently required.

DISADVANTAGES:

1. The placing of the security index card in the file serves as a flag to the importance of the subject and readily shows he is or has been the subject of such a card.

2. Very little effort is required in including card in file.

3. It furnishes information of value and serves as a ready reference.

4. In the event the subject moves back you have from the card basic information which is helpful in the preparation of the new card.

RECOMMENDATION:

Unanimously opposed.

RECORDED
&
INDEXED

NOTED

EXECUTIVES' CONFERENCE CONSIDERATION:

EX-23 68

66-2554-505
JUN 6 1946

Unanimously opposed by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 7 - 1946

Hendon
CleggRespectfully,
For the Conference

Clyde Tolson

E. A. Tamm

77954

THE DIRECTOR

MAY 29, 1946

THE JOINT COMMITTEE

SUGGESTION #74

EMPLOYEE: SAC H. H. KIRKALL
RICHMOND FIELD OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5CJ/047

RECOMMENDATION:

R. T. Harbo
R. G. Hendon

E. E. Conroy
B. Schmitt

EMPLOYEE SUGGESTION: That the Richmond Office be permitted to maintain an index covering the nicknames of individuals referred to on technical surveillances. At the present time the list of such nicknames is maintained in memorandum form.

ADVANTAGES:

1. It is necessary for those handling the technical surveillances to have available a list of the nicknames referred to.
2. In view of the continuous changing of names it is easier to maintain the information alphabetically on index cards than in memorandum form.
3. No more work is required to maintain an index than to maintain an up-to-date memorandum.
4. Practically every office of the Bureau having technical surveillances maintains such an index in order to readily identify individuals by the nicknames that are recorded during a telephone conversation. This is imperative when new employees are assigned to such technical surveillances. It is very helpful. These indexes are of a temporary nature utilized just during the life of the technical surveillance and then destroyed.

RECOMMENDATION: Unanimously that the Richmond Office be permitted to maintain an index of this nature.

KOH/wl

RECORDED
&
INDEXED

166-255-5066

EXECUTIVES' CONFERENCE ACTION:

EX-23

36 JUN 3 1946

Unanimously approved by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 7 - 1946

cc: Mr. Clegg
Mr. Hendon

77953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5ci/bt

66-2554-88177

NOT USED

77952

MAY 29, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION # 199

EMPLOYEE: AGNES TOWNLEY
BIRMINGHAM FIELD OFFICE*Executive Conference*LEADING PRESENT:R. T. Harbo
R. O. HendonE. E. Conroy
E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/KR

EMPLOYEE SUGGESTS: That the Bureau eliminate the requirement for the restatement of all outstanding/undeveloped leads for all offices in reports submitted by the offices of origin and prosecution.

ADVANTAGES:

1. The present rule entails a great amount of extra stenographic time in making additional copies of reports merely for the purpose of restating leads.
2. It would save a large amount of paper.
3. It would eliminate the supervisory and clerical time required in auxiliary offices in checking and filing the reports in which no new information of value is not cut.
4. The office of origin charged with the supervision of the case without the restatement of leads can adequately follow them with auxiliary offices.
5. It is comparatively easy in the review of the file to determine what leads are outstanding in other offices.

DISADVANTAGES:

1. Supervisors in the office of origin have broken down and readily available in the last report submitted by them, a list of the leads outstanding in all offices.
2. The restatement of the leads may, to some degree, serve as a follow-up on the auxiliary office.

RECOMMENDATION: Unanimously favorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE ACTION:

Unanimously approved by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

SUGGESTION #221-A
EMPLOYEE: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

77951

7. Inasmuch as the folders each occupy only slightly more space than two thicknesses of heavy paper the amount of saving in space which would be effected by removing these folders would not be worth the time and effort required to place this procedure into effect.

RECOMMENDATION:

Messrs. Clegg and Hendon are opposed to the destruction of the folders immediately upon the closing of a case but in favor of destruction if case be closed for one year at which time under the present rules the duplicate serials are also to be destroyed. They are also opposed to the use of any dividers as suggested by Mr. Traynor in view of the fact that labels on cabinets show contents.

Messrs. Conroy and Scheidt are opposed to the destruction of folders at any time.

RMH:re

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference considered this suggestion on May 31, 1946, with Messrs. E. A. Tamm, Hendon, Harbo, Mumford and Rosen in attendance.

Mr. Mumford was opposed to the folders being destroyed at any time.

Mr. Rosen was of the opinion that they should be destroyed immediately upon the closing of the case.

Messrs. Tamm, Hendon and Harbo ^{Johnson} were of the opinion that the folders should be destroyed after the case has been closed for one year, at which time the duplicate serials under present rules are also to be destroyed. These members of the Conference were also opposed to the use of any dividers as suggested by Mr. Traynor since they felt that the labels on the cabinets would sufficiently show the contents thereof.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

77950

THE DIRECTOR

May 28, 1946

THE JOINT COMMITTEE

SUGGESTION 2221-A

EMPLOYEE: SAC TRAYNOR

SPRINGFIELD FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. G. HendonE. E. Conroy
E. Schmidt

EMPLOYEE SUGGESTS:

That the ~~folders for closed files~~ should be destroyed at the time the case is closed and dividers placed for guides every ten or fifteen files apart in closed files section.

ADVANTAGES:

1. This would be a material saving since the file folders often take up almost as much space as a small file requires.
2. The folders in the old closed files are of little service or use.

DISADVANTAGES:

1. With the folders it is easier to observe the loss or misplacement of any closed file.
2. The folder serves as a ready repository for a charge-out slip when the file is pulled for use.
3. Under the present system it is far easier to locate, withdraw, and replace a file in the jacket since the file number is readily visible.
4. If the folders were destroyed it would require making up a new folder at such a time as a closed case is reopened. This would frequently happen in the event the folder were immediately destroyed on the closing of a case.
5. Dividers are made invariably of heavy press-board and by placing one of these dividers behind ten or fifteen files there would be no material reduction in space.
6. It would require considerable time and effort to provide dividers every ten or fifteen files in the closed files space particularly in an office such as New York which has approximately 200,000 closed files.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

cc: Mr. Hendon
 Mr. Clegg

78 JUN 7 1946

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/17/90 BY SP-5 CIP/BS

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/14/46

77949

FROM : A. E. LEONARD

SUBJECT: FEDERAL STATISTICS -
CREDIT FOR CONVICTIONS

The attached memorandum of Mr. H. H. Hair to Mr. Pennington under date of May 8, 1946, recommends that consideration be given to recording convictions for the office where the investigation was initiated and most of the work done rather than, as we have in the past, for the office where the conviction occurred.

The memorandum cites as an example under the new Federal procedure a case originating in Macon, Georgia and prosecuted in Pittsburgh where the fugitive was located. Pittsburgh received the credit for the conviction although the office covering Macon, Georgia handled most of the investigation.

Observation

In the example given in the memorandum of Mr. Hair had the situation been reversed the office covering Macon, Georgia would have received credit under the present procedure. In other words, it works both ways and I believe that any attempt to deviate from our established policy of recording convictions for the office where the conviction occurred will only create additional correspondence with the field in cases where a particular field office feels they did more work than some other office in a particular case.

RECOMMENDATION:

It is recommended that we continue to record convictions as we have in the past for the field office covering the territory where the subject was convicted.

It may be observed there are one or two isolated exceptions to this general rule in Texas and California where San Diego's cases for example are consistently tried in a court covered by the Los Angeles Office.

Attachment

AEL: MWH
5-20-46 LBN:MP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/90 BY SP-5 CJP/HK

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Tracy, Harbo, Glavin and Nichols considered the foregoing recommendation and unanimously recommended that no change be made in our present system of keeping records.

Director's notation: "OK H."

50 JUN 11 1946

RECORDED

F B I

47 JUN 17 1946

EX-40
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ORIGINAL COPY FILED IN 66-2362-2447

77948

It is believed desirable that these Agents not only assume the responsibility for the technical instruction of other Agents in their respective Field Offices but that they also be charged with the application of the units to various simulated or real investigative situations to be followed by a report to the Bureau.

It is suggested that action in this matter be approved as soon as possible in order that the Agents concerned can be instructed to cancel their present train reservations and experience a minimum of difficulty in obtaining reservations for Saturday afternoon.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

77947

MR. R. T. HARBO

MAY 14, 1946

I. W. CONRAD

*SNOOPERSCOPIES

Executive Conference
*Intra Red Light

Reference is made to your memorandum to Mr. Tolson dated April 24, 1946, concerning sniperscopes which indicated that one Agent from New York, Baltimore, Chicago and Philadelphia would be trained in the use of the sniperscopes which have been obtained by the Bureau while at the Bureau for In-Service training.

These Agents should be given instruction in unpacking, assembling, operation and routine adjustment of the sniperscope so that they can train other Agents in their respective offices and use the equipment on a trial basis to determine its application to investigative situations in the Field. It is particularly desirable that the Sound Agents of each of these offices be given specific instruction upon the return of the In-Service Agents to their office of assignment.

It is believed that one day of training will be sufficient for the operation of the unit in view of the relatively small group which will receive the instruction. Since the equipment is primarily intended for night operation, it is necessary that four hours of training and instruction be carried on during the night time.

Since there are no Agents from the Baltimore Office in the current In-Service training class, it is anticipated that training of a Baltimore Agent will be given subsequent to May 20, 1946, when there will be two Agents from Baltimore at the Bureau for In-Service training. It is further considered desirable that an Agent of the Washington Field Office receive similar training and that such training be given at the time the Agent from Baltimore is instructed in the operation and care of the sniperscope. Operation by the Washington Field Office on a trial basis will allow more close supervision of the Field's trial work than is possible in the other cities.

Following arrangements with Mr. Rogers of the Training Division, Mr. Swartz called for volunteers from New York, Chicago and Philadelphia in the present training class and received responses from Agents of each city.

RECOMMENDATION

It is recommended that Special Agents F. E. White of Philadelphia, F. W. Matthys of Chicago and E. R. Clayton of New York be instructed to report to the Radio and Electrical Section at 7 PM Friday, May 17, 1946, to receive four hours that evening followed by four hours of instruction beginning at 9 AM Saturday morning, May 18, 1946. It is noted that these Agents volunteered for the training in the sniperscope on the basis of receiving compensatory leave for the eight hours of training to be given.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JUN 12 1946
RWS:PDJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/AT

ORIGINAL COPY FILED IN 100-157-25

77946

June 6, 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

SURPRISE TARGET COURSE

The Executives' Conference, Messrs. Tolson, Glavin, E.A. Tamm, Q. Tamm, Hendon, Nichols, Rosen, Ladd, Long and Hince being present, June 4, 1946, considered the new surprise target course for In-Service firearms training. The question was raised as to whether enlarged photographs on the targets should be photographs of Bureau employees. The Conference was unanimously unfavorable. The Conference also considered whether photographs of existing I. O. fugitives might be used on the targets. The Conference was unanimously unfavorable. The Conference recommends that photographs of notorious deceased criminals such as John Dillinger, Babyface Nelson and Doc Barker be used.

The Conference was informed that the cost of preparing the enlarged photograph targets would be \$4.20 per week for the In-Service Class. The Conference was also informed that targets might be printed from platos, the individual cost of which would be \$77.00 for each of fifteen platos. Thereafter the targets could be printed for a cost of approximately ten cents each.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/STF

LAH/WL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

54 JUN 12 1946

RECORDED

66-2554-5022

36 JUN 7 1946

57
EEI-12

77944

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director

ALL INFORMATION CONTAINED

DATE: May 23, 1946

FROM : Mr. A. Rosen

HEREIN IS UNCLASSIFIED

DATE 10/17/70 BY SP-5 C/PK

SUBJECT: SUPERVISION OF WAR RISK INSURANCE INVESTIGATIONS

The New York Division has requested instructions concerning the handling of investigations of claims made under the War Risk Insurance provisions of the Merchant Marine Act of 1936 as amended.

The New York Division has received a request from Mr. Thomas H. Walker, Special Assistant to the Attorney General in the Admiralty Division of the United States Attorney's Office in New York, to conduct investigations in certain cases in which suits have been filed under the above-mentioned statute. These suits involve claims of personal injury on behalf of persons serving in the Merchant Marine.

Magnitude of the Problem

Mr. Walker has explained that thousands of claims are made under this statute but that a vast majority of them are settled without litigation by the War Shipping Administration. Only a very few reach the litigation stage and are referred to the Admiralty Division. At the present time, according to Mr. Walker, the Admiralty Division is considering twenty-five cases and will request us to conduct investigation in some of those cases.

Duplication of Investigation Necessarily Involved

The New York Division requested the Bureau's comments as to whether it should receive these cases for investigation because there has been some investigation conducted by the War Shipping Administration. Since the War Shipping Administration is charged with the responsibility of handling these claims this is necessarily true just as it is true that certain inquiries are made in the preliminary stages of an ordinary War Risk Insurance case by the Bureau is invariably called upon to conduct investigation and in the cases under consideration just as in the War Risk Insurance cases, there will be some small degree of duplication of investigation.

It is not felt, however, that we would be departing from our usual policy of refusing to investigate a case already investigated by another agency. If we accept these cases, in their essence they are merely a form of War Risk Insurance investigations and it is felt that our usual policy to investigate War Risk Insurance cases should be applied concerning the instant ones.

Comment

As above stated, the sum total of these cases pending at the present time is twenty-five. However, at some future date this number might possibly

58 JUN 18 1946

INITIALS ON ORIGINAL

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77945

Memorandum for the Director

Re: Supervision of War Risk Insurance Investigations

increase materially and it is therefore felt that the Attorney General should be advised that we are conducting this type of investigation so that if, in the future, the problem should so increase that it would be necessary for us to request additional funds in order to meet it, the Attorney would have been informed that we are in this field.

Action

There is attached for your approval a memorandum to the Attorney General advising him of the request received from Mr. Walker, and a letter to the New York Office authorizing them to accept these cases for investigation.

Attachment

GCC:FAW
66-6200-82

Addendum: On May 24, 1946, the Executive Conference, attended by Messrs. E. A. Tamm, Glavin, Hendon, Hince, Harbo, McGuire, Ladd and Rosen, approved the attached memorandum to the Attorney General and letter to the New York Office.

Director's notation: "OK H."

77942

D. H. LADD

~~SECRET~~

May 22, 1946

J. C. STRICKLAND

SOVIET ESPIONAGE INVESTIGATIONS
Espionage - R

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

With increasing frequency in the recent past a number of cases have been noted of individuals who clearly appear to be connected with Soviet espionage, courier activity, or other Soviet intelligence work who have been investigated by various field offices some years ago under the characters Espionage - G, Internal Security - G and Security Matter - G, the cases being closed because of the development of information reflecting the bitter anti-Nazi political orientation of the subjects. [One case which comes to mind is the case of an individual who some years ago was reported by to be an agent of the "4th Department" and who was extensively investigated as a possible German espionage agent. The 4th Department is, of course, the old reference to the Intelligence Department of the Red Army, commonly known at the present time as Red Army Intelligence which is the parent organization involved in the Corby case, the Germina Rabinowitch case and other pending Bureau investigations.] (S) (S)

A number of other cases have been noted which when investigated in the light of the information presently available regarding Soviet espionage and the techniques of Soviet espionage agents appear to clearly involve probable Soviet intelligence activity.

It must be remembered in this connection that most of the detailed valuable substantive information regarding Soviet espionage has been only comparatively recently developed and consequently many such cases were undoubtedly closed before the Bureau was in possession of sufficiently detailed substantive information to properly evaluate them.

In addition, it should be borne in mind that an agent investigating an individual as a German espionage suspect or for similar reasons immediately prior to and during the war was not psychologically in a favorable position to evaluate information possibly indicating Soviet activity, since the development of such information, at least in its initial stages, would probably show nothing more than the strong anti-Nazi character of the subject which is an excellent reason, of course, for closing German investigations and almost as excellent a reason for continuing investigations involving Soviet/Communist activity.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 25 1946 45
WIKH:mn

RECORDED 106-2554-5024
F B I
JUN 6 1946

INITIALS ON ORIGINAL = 12

Classified by SP-5 G/PAF
Declassify on: OADR

10/17/90

ORIGINAL COPY FILED IN 66-6250-65-2

77943

~~SECRET~~

On the basis of the increasingly frequent discovery of cases falling within the above category, it is felt that there are undoubtedly other closed cases where similar factors prevail and it is believed that a review should be made of such cases for the purpose of definitely determining the existence of any cases originally investigated under a G character and presently closed which are worthy of investigation from the Soviet/Communist standpoint.

ACTION:

Attached for your approval and for the approval of the Executive Conference is an appropriate letter to all SAC's and to all Bureau officials and supervisors instructing that a review be made by the field offices of closed cases falling within the above category for the purpose of reopening such cases under the character Espionage - R or Internal Security - R as may appear to be worthy of investigation from the standpoint, particularly, of Soviet or Communist activity. It is realized that in a few of the larger field offices this review will involve considerable time and effort but it is believed that it should definitely be done as soon as possible. If such a review develops only a few cases worthy of attention from an Espionage - R or Internal Security - R standpoint, it will have been well worth while and it is strongly felt that such a review will develop a number of such cases. While it is believed that this review is both necessary and advisable, in view of the length of time elapsing since some of these cases have been closed and in view of the present shortage of agent personnel, it is not believed that it should be made, at least for the present, a special priority project and the field is being so instructed in the proposed attached SAC letter.

ADDENDUM: (JRM)

I recommend against the above-outlined action on the basis that the work involved would not be compensated for by the results, and our coverage of this espionage group is becoming sufficiently thorough that the names of any persons now contained in our files who are still sufficiently active to justify investigation, will gradually come to our attention. It is accordingly recommended that the proposed instructions not be sent to the Field.

Attachment

Concurred in by Executive's Conference attended
by Messrs. Tamm, Rosen, Glavin, Nichols, Harbo,
Hince and Mumford 6-3-46. JRM.

~~SECRET~~

77941

THE DIRECTOR

May 14, 1946

The Executive Conference

At a meeting of the Executives' Conference on May 14, 1946, attended by Messrs. Tolson, Tamm, Glavin, Harbo, Clegg, Tracy, Hendon, Nichols, McCabe and Ladd, the suggestion of Special Agent W. L. Thompson relative to holding conferences in the field each three months for the Communist supervisors was discussed. It was pointed out to the conference that the suggestion was that the field office in which the headquarters of the Communist district was located should hold a conference each three months to be attended by the Communist supervisors from the other field offices in that area comprising the Communist Party district, that the field office holding the conference should prepare an agenda in advance, that the conference should last for two days at least on the first occasion and thereafter on subsequent occasions for either a day or two, depending on the agenda. An example was cited that the Chicago district of the Communist Party would cover the field territories comprising the Chicago, Springfield, Louisville and Indianapolis Field Divisions and that, therefore, those offices would have the Communist supervisor or the Agent handling the Communist cases in that territory attend the conference to be held in the Chicago Office. The proponents of this suggestion pointed out that this would permit closer coordination of the activities within a Communist district and would permit the free and ready exchange of ideas and suggestions concerning developments in the Communist Party in that district. Those being in favor were Messrs. Tamm, Glavin, Harbo and Clegg.

The opponents to this suggestion did not feel that enough would be gained from the holding of such district conferences to warrant them. The opponents being Messrs. Tolson, Tracy, Hendon, Nichols, Ladd and McCabe.

The Executives' Conference also considered the suggestion that the field division covering the district where a Communist Party headquarter is located should supervise all Bureau investigation in that particular district. It was pointed out to the conference that the Bureau's coordination of this investigative work at the Seat of Government is more satisfactory and the conference unanimously recommended that the supervision continue as at present.

In the event you approve of the adoption of this suggestion, there are attached hereto letters to the various field offices instructing that they place in effect this program. In the event you disapprove of the suggestion, no letters will be sent. In either event, on receipt of an indication of your views, a letter will be presented to Special Agent W. L. Thompson advising of the disposition of his suggestion.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/KP

Respectfully

For the Conference

Glyde Tolson

E. A. Tamm

RECORDED

Attachments

cc - Mr. Clegg
Mr. Hendon

DML:da

ORIGINAL COPY FILED IN

66-6200-100-507

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 14 1946

LBH:hbm

77940

April 10, 1946

The Director

Executives Conference

cc

The Executives Conference, consisting of Messrs. Tolson, McCabe, Ladd, Clegg, Hendon, E. A. Tamm, Harbo, Tracy, Glavin and Nichols, considered the issue which has been raised in In-Service classes as to what the reply should be following speeches made by Bureau personnel to the question of whether or not the FBI is investigating Communism and what the FBI's feeling is towards Communism.

Mr. Nichols pointed out that in the past we have followed the policy of instructing the Agents to say as little about Communism as possible, to merely point out that the Bureau investigates violations of laws of the United States and is charged by Presidential directive with going into matters pertaining to sabotage, espionage and other subversive matters. The Agents have been advised that they could quote from the Director's speeches, but in references to Communism they should specifically attribute the quote to the Director.

The Conference was unanimous in the recommendation that this was as far as we could go in answering queries on Communism.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-50/bmp

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED

166-2554-50225
F B I
55 JUN 10 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EX-133
INITIALS ON ORIGINAL 8

ORIGINAL COPY FILED IN 94-1125-11

77939

June 6, 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

RECEPTION FOR GRADUATES OF THIRTY-SECOND SESSION, NATIONAL ACADEMY, THEIR WIVES AND BUREAU SUPERVISORS AND OFFICIALS

The Executives' Conference, Messrs. Tolson, E. A. Tamm, C. Tamm, Hendon, Nichols, Harbo, Ladd, Rosen and Hince being present, on June 5, 1946, unanimously recommended that arrangements be made for a Dutch-treat reception to be held for the members of the graduating class, their wives, and Bureau officials and supervisors to be in attendance. Such a reception, it was recommended, should be held from 6:00 - 8:00 PM on Wednesday, June 26, 1946. The Grand Ballroom of the Mayflower Hotel has been previously reserved for this date. Music similar to that available at the last reception will be arranged. The cost of the reception would be \$1.85 on a Dutch-treat basis in line with the last reception.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

IAH/vl

RECORDED
&
INDEXED

36
EX - 31

31 JUN 11 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

50 JUN 12 1946

77938

MAY 27, 1946

MR. R. T. HARBO

I. V. CONRAD

TELEPHONE CALL

GEORGE J. SALIBA

PRESTO RECORDING CORPORATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/PAF

Mr. George J. Saliba of the Presto Recording Corporation telephoned Mr. Pfafman of the Laboratory on the afternoon of May 23, 1946, relative to equipment just received by his organization from the Portland Field Division wherein Special Agent in Charge H. L. Bobbitt had requested that a spare 50 cutting head enclosed with one sound recording unit be replaced and exchanged by the Presto factory with a type 10 cutting head. Because of the considerable difference in prices between these two types of heads, Mr. Saliba had previously been instructed by Mr. Coffey to contact the Bureau before supplying any cutting heads to the field.

Mr. Pfafman thanked Mr. Saliba for presenting this matter to the Bureau's attention and instructed him to advise Portland upon return of the equipment that the Bureau should be contacted relative to any exchange of cutting heads. (It is noted that the Presto Company allows the Bureau approximately \$20.00 credit for a type 50 head in good condition, whereas the charge to the Bureau for a 10 head is \$165.00, and inasmuch as the Bureau has a number of these 10 heads presently in stock, it was deemed advisable to supply a cutting head from the Bureau rather than have one purchased at the present time due to the budget situation.)

Mr. Pfafman called to Mr. Saliba's attention the poor condition in which the Bureau has been receiving most of the overhauled and repaired 30 recorders recently and made special reference to the 16-inch portable recorder recently forwarded to the Presto factory for a minor change. In this connection the Bureau's request was completely disregarded by the Presto factory and a large number of other changes had been made including the replacement of a motor and the Bureau had been billed an excessive amount for the service. The Bureau refused to honor the voucher and is returning the equipment to the factory in line with its original request.

Mr. Saliba suggested to Mr. Pfafman that the Bureau address all of its future communications to the Presto Recording Corporation to the personal attention of Mr. George J. Saliba. Mr. Saliba further suggested that the Bureau instruct all of its Field Divisions to likewise direct all letters to the Presto Recording Corporation for the personal attention of Mr. G. J. Saliba. Mr. Saliba stated that if these instructions were followed he would then give the Bureau's equipment the same personal attention he did prior to the war.

RECOMMENDATION: There is attached hereto for approval a letter to all Special Agents in Charge instructing them to address all communications to the Presto Recording Corporation for the personal attention of Mr. George J. Saliba.

Attachment - 6/3/46. Approved by [Signature] 5028
Attachment - 3, 1946 [Signature]
52 JUN 1 3 1946
INITIALS ON ORIGINAL

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

ORIGINAL FILED IN 52

MR. W. R. GLAVIN

May 27, 1946

77937

DIRECTOR, FBI

ec

When form FD-107, the duplicate property record, is next reprinted the instructions contained thereon to the effect it is to be filed in the personnel file should be eliminated. The procedure previously in effect as to the filing of that form in the personnel file has, of course, previously been changed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/af

Approved by Exec. Conf. 5/24/46 (Messrs EA Tamm, Glavin, Hendon, Rosen, Hince, Harbo, McGuire, and Ladd).
RTH/af

RTH:ER

COMMUNICATIONS SECTION
MAY 28, 1946

RECORDED

66-2554-3029
FBI
55 JUN 24 1946

EX-25

57 JUN 24 1946

ORIGINAL COPY FILED IN

NOT - *check* - *OK Executive Conference*

11930

RECORDED

66-2554-5050

FBI

55 JUN 11 1946

EX-25

FILE ON ORIGINAL

59 JUN 12 1946

ORIGINAL COPY FILE

11-3712

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO *PH*
FROM : I. W. CONRAD *[Signature]*
SUBJECT: RADIO STATIONS - SAFETY

DATE: May 10, 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

As a result of recent Bureau action, the radio station maintenance inspection program carried on by the Radio and Electrical Section was discontinued.

I believe that certain safety functions of this program should be carried on by the regular Bureau Inspectors inasmuch as there are items of extreme danger to personnel contained in the various radio stations. While the Inspector who is not technically trained cannot be expected to eliminate all possible sources of danger from the various installations, certain checks can be made by him to determine whether safety rules are being followed and whether certain of the protective devices designed to reduce danger are working. In addition, it appears desirable to reiterate to the Field some of the presently outstanding radio safety instructions.

RECOMMENDATION: Accordingly, it is recommended that the Bureau approve the attached proposed addition to the Inspector's Manual to be included under the topic "Radio Stations." In addition, pursuant to your instructions, there is also attached hereto for approval an SAC letter reiterating certain existing safety instructions, and making the SAC responsible for the proper use of safety devices and the proper observance of safety precautions. In addition to going to all SAC's, it is contemplated that this communication will be forwarded to all Legal Attaches where SIS radio stations are now in existence.

Attachments

Addendum: Approved by Exec. Conf. 5/16/46.

Present - Messrs. Tolson, E.A. Tamm, Tracy, Hendon, Ladd, Rosen, Lee, Hince, and Harbo.

TWC:MEM

31 MAY 22

SAC, OKLAHOMA CITY

MAY 28, 1946

77935

DIRECTOR, FBI

FBI LAW ENFORCEMENT CONFERENCES

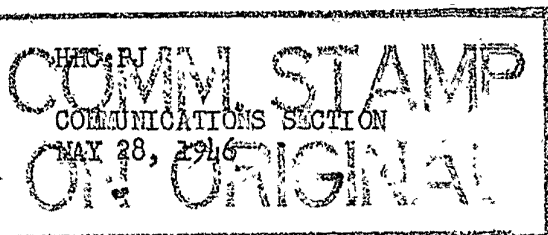
Reference is made to your letter dated May 14, 1946 concerning FBI Law Enforcement Conferences and particularly with reference to your suggestion that the Tulsa, Oklahoma, Police Department be authorized to put on a demonstration of a polygraph at your series of conferences. The Bureau is unable to comply with your request. In the first place the value and scientific acceptability of the polygraph machine is in such an uncertain status that the Bureau does not permit demonstrations to be given even by its own staff at Police Training Schools or FBI Law Enforcement Conferences. To permit the polygraph to be demonstrated by an outside agency at a school or conference sponsored by the FBI would give just as much approval and endorsement to the use of such equipment as if the Bureau's own staff conducted the demonstration. In the second place the degree of expertness by the local police department would be considerably less than that of representatives of the Bureau's staff with a corresponding lack of authenticity and interest. In the third place the Bureau is not desirous of promoting the Laboratory of another police agency even in the field where the value of such Laboratory equipment and services is so highly questioned.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-5 CIB/HK

Approved by Executive Conference, 5/14/46,
those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols,
McCabe, Hendon, Ladd and Clegg.

ORIGINAL COPY FILED IN

66-9340-35-1499



25
RECORDED

66-2534-5037
FBI
55 JUN 11 1946

57 JUN 24 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #263

EMPLOYEE: KENNETH L. GOTTSCHELL
OKLAHOMA CITY FIELD DIVISION

77934
6/10/46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/KP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon L. Scholdt

EMPLOYEE SUGGESTS: That detailed instruction cards on the use of all photographic and photostatic equipment be prepared and mounted in the carrying cases and on the equipment.

ADVANTAGES:

1. This would make readily available to the Agents using the equipment instructions on how to handle it.

DISADVANTAGES:

1. A great amount of work would be required in the preparation of such cards.
2. It is felt that with the training and practice afforded the Agents they can operate this equipment efficiently without such instructions.
3. To be complete and helpful the instructions would be so lengthy to make their mounting, as suggested, impractical.
4. Instruction pamphlets are furnished with the equipment and should be available or readily obtainable in each office.

RECOMMENDATION: Unanimously unfavorable

HCH:ER

RECORDED

EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED JUN 13 1946

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,
For the Conference

EX-140

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

6 JUN 13 1946

77933

6/10/46

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION 1233

EMPLOYEE: ANNE V. MURPHY
PHILADELPHIA FIELD DIVISIONALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CJB/KMEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That detailed instructions on the use of the Ediphone by Special Agents be issued and consideration given to mimeographing them and maintaining the instructions in an envelope attached to each machine.

ADVANTAGES:

1. Agents would have readily available instructions on the use of the Ediphone.

DISADVANTAGES:

1. This would seem to be a matter for individual handling by field offices where the problem exists.
2. Instructions in the past have been issued to Agents handling Ediphone dictation and as a matter of fact the company itself issues detailed instructions and printed bulletins are issued with the equipment.

RECOMMENDATION: Unanimously opposed.

RCM:ER

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED
&
INDEXED166-2554-5033
F B I

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

EX-26

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

52 JUN 14 1946

77931

THE DIRECTOR

MAY 31, 1946

THE JOINT COMMITTEE

SUGGESTION 2100

EMPLOYER: MR. F. S. HAVERHILL
BALTIMORE FIELD OFFICEALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/92 BY SP-5CJ/bstMEMBERS PROPOSED: E. E. Harbo E. H. Conroy
R. G. Hendon D. ScholdtEMPLOYEE SUGGESTION: That when additional file cabinets are furnished to the field ~~letter~~ size rather than legal size be obtained.ADVANTAGES: *Cabinets*

1. The letter size cabinet takes up less space.
2. The letter size cabinet furnishes sufficient space for the maintenance of our files and unused space is present in the legal sized cabinets.
3. Such cabinets are cheaper.
4. Some field offices presently have legal size and others, letter size cabinets. To place the letter size cabinets in all field offices would establish uniformity.

DISADVANTAGES:

1. Many offices have legal size cabinets and to furnish them letter size cabinets would create a lack of uniformity within the individual office during the life of the legal size cabinet.
2. Whenever files were changed from the legal size to the letter size cabinet, it would be necessary to cut down the file folders.

RECOMMENDATION: Messrs. Scholdt, Harbo and Hendon are in favor.
Mr. Conroy is opposed.

RCH/wl

RECORDED
INDEXED66-2554-5084
13 13 II

30 JUN 13 1946

EXECUTIVE CONFERENCE ACTION:

On June 10, 1946, the Executive Conference consisting of Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, Rosen and Rosen recommended that this matter be submitted to ten representative Special Agents in Charge so that a definite policy can be established as to what type of file cabinet should be furnished to the field.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Glavin _____
Mr. Rosen _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

658 JUN 17 1946

COPY:mlp

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

77930

TO : MR. TOLSON

DATE: May 29, 1946

FROM : R.T. HARBO

SUBJECT: SUM-AND-AMOUNT SECTION OF THE FRAUDULENT CHECK FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CJB/MS

As you know, the fraudulent check file is composed of three units:
1 - signature section; 2 - sum-and-amount section; 3 - master section.
A search in the signature section requires 3 to 4 minutes at most; in the
sum-and-amount section 15 minutes; and in the master section 4 to 5 hours.
We are presently classifying the master section with a view to cutting in half
the amount of time required for searches through the master section.

Checks are first searched in the signature section. Those not identified
there are searched through the sum-and-amount section and those which are still
unidentified are then searched through the master section. In view of the small
portion of checks identified in the sum-and-amount section we have made a restudy
of the necessity for continuing it. Our most recent survey disclosed that only
.1% of the identifications were made in the sum-and-amount section. If we were
to eliminate the sum and amount section, identifications presently made there
should, of course, be made in a later search in the master section of the file.
Based on the statistical information available it appears that although the search
of a single check through the sum-and-amount section requires only 15 minutes,
we are spending 20 hours employee time searching checks through this section in
order to save only 5 hours employee-time in subsequently searching through the
master section of the file.

It is true that when searching in the sum-and-amount section the examiner
is concentrating his attention solely on the manner in which the amount of the
check has been written, whereas in the master section the search is based on the
general appearance of the entire check with particular reference to the manner in
which the signature is written. Thus we might fail to make an identification in
the master section which otherwise might have been made in the sum-and-amount
section.

In addition to the time required to search checks through the sum-and-amount
section, some time is required to prepare new specimens for addition to this section
of the file, which includes more than 20,000 specimens and under our present method
of operation this file will grow in direct proportion to the number of checks
received for examination, with a resultant increase, as time goes on, in the
time required to search checks through this portion of the file.

RECOMMENDATION:

That the sum-and-amount section of the fraudulent check file be immediately
discontinued.

RTH:AF

RECORDED

66-2554-5035
F B I

ADDENDUM: Approved by Executive Conference June 6, 1946 composed of Messrs.
E.A. Tamm, Rosen, Mumford, Hince, Glavin, Nichols and Harbo.

52 JUN 17 1946 O.K. H.

RH
INITIALS ON ORIGINAL

77932

In this regard the Conference feels that this will not be much of a problem since with the various projects we have recently instituted as to the files, much space for expansion in existing cabinets will be realized. In addition any new cabinets obtained at present will have to be secured from surplus property and often no choice will exist. It was felt, however, that where there is a choice in the future we should have a uniform policy on the type to obtain.

Respectfully,
For the Conference

✓

Clyde Tolson

E. A. Tamm
E. A. Tamm

OK
W.

THE DIRECTOR

6/10/46

77929

THE JOINT COMMITTEE

SUGGESTION #235

EMPLOYEE: ASSISTANT SAC JACK WEST
SAN JUAN FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/90 BY SP-5 CIP/ST

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Schofield

EMPLOYEE SUGGESTS:

That the ~~field division routing slip~~ (FD-4) be revised to exclude a number of the printed items in order to afford more space for "remarks."

ADVANTAGES:

1. More space would be afforded to those using the routing slip in which to make their written notations.
2. It is alleged that the specific items such as "Assign to," "File," "Sent serials to" are not used frequently enough to warrant inclusion on the routing slip.

DISADVANTAGES:

1. There is sufficient space on the routing slip at present for any reasonable notation, particularly since conciseness is desirable.
2. The items it is suggested to remove are frequently utilized by many SACs and supervisory officials.
3. The present routing slip contains on it items as a result of suggestions in the past from the field based upon requirements.

RECOMMENDATION:

Unanimously opposed.

RCN:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____

cc: Mr. Clegg

Mr. Hendon JUN 17 1946

Clyde T. Tolson

RECORDED

INDEXED

JUN 13 1946

77928

June 10, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference of June 7, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Hince, Nichols, Quin Tamm, and Glavin recommends that in the future In-Service and new Agent Training Schools be not held on holidays since it is entirely possible that certain of the Agents attending the Schools may request reimbursement at double time, which would necessarily have to be paid if such a request were made.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CJB/H

CC: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

66-2554-5037

JUN 12 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

50 JUN 18 1946

50 JUN 14 1946

77926

TO: MR. LADD

DATE: June 5, 1946

FROM: C. H. CARSON

SUBJECT: SIX MONTHLY ADMINISTRATIVE REPORTS

At the present time SIS offices forward five copies of their Monthly Administrative Reports to the Bureau. It is believed that three copies would be sufficient as two copies are used for tickler purposes, one in the SIS Division and one in the Administrative Division, and three copies are presently available for filing whereas one should be sufficient.

RECOMMENDATION:

It is recommended that the SIS Manual be changed to provide that only three copies of Monthly Administrative Reports should be forwarded to the Bureau. A suggested Manual change is attached.

Attachment

GWH:tlc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CJS/bm

APPROVED BY EXECUTIVES' CONFERENCE WITH MESSRS.
TOLSON, TAMM, LEE, HARBO, Q. TAMM, HENDON, HINCE,
ROSEN AND LADD ATTENDING. 6-12, 46 DML

EX-140
72

RECORDED

INDEXED

72

EX-140

166-2554-5038
JUN 13 1946

✓ ECH DL

59 JUN 20 1946

77927

June 5, 1946

PROPOSED CHANGE IN
SIS MANUAL

- 6L. MONTHLY ADMINISTRATIVE REPORTS (see appendix) - The monthly administrative report shall be prepared on the first day of each month, Sundays and holidays excluded and the original and two copies shall be forwarded to the Bureau by the first available courier thereafter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CJB/BJP

49

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

APPROVED BY EXECUTIVES CONFERENCE WITH MESSRS.
TOLSON, TAMM, LEE, HARBO, Q. TAMM, HENDON, HINCE,
ROSEN AND LADD ATTENDING. 6-12-46 DML

RECORDED

66-2554-5038

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: May 27 1945

FROM : MR. D. J. PARSONS

SUBJECT: RESTORATION OF OBLITERATED NUMBERS
RESEARCH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/92 BY SP-5 CJB/ST

Prior to the war we had a research project seeking to find new methods and improve present techniques in the restoration of numbers obliterated from metal surfaces. Due to war activities this research was discontinued. During the war we also obtained additional equipment as well as followed new industrial metallurgical work and it is now felt that we can considerably improve our procedures through research.

As a specific example, Mr. LaRock to whom the previous research was assigned, has made some specific tests to determine the feasibility of using the Magnaflux to determine an original number which has been effaced or obliterated. In several instances he has been successful and this alone offers a very promising approach to the problem since the examination can be conducted in a very few minutes whereas the acid etching procedure which we are now using may consume many hours.

It is recommended that a research project on the restoration of obliterated numbers on metal be authorized. This will be assigned to LaRock as a continuing project since it will require very little time and can be done in conjunction with number restoration cases as received. Therefore, for the present it will be necessary only to periodically submit a progress report showing a comparison of the new method with the previous procedure. The time required for this research will depend on the number of cases received but is not expected to be more than approximately one hour a week.

ADDENDUM - 6/3/46 Approved by Executive Conference June 3, 1946 composed of Messrs. E. A. Tamm, Rosen, Mumford, Hince, Glavin, Nichols and Harbo.

RH

DJP:EH

Director's notation: "OK H."

RECORDED

166-2554-5087
F B I

EX - 26

55 JUN 14 1946

244
57 JUN 18 1946

ORIGINAL COPY FILED IN 80-602-46

72924

EXECUTIVES CONFERENCE CONSIDERATION

When considered by the Executives Conference on June 11, 1946, Messrs. Tolson, Quinn Tamm, Harbo and Leo recommended that this problem be submitted to ten representative Special Agents in Charge for their consideration since there seemed to be some merit in the suggestion.

Messrs. Mumford and Hendon were of the opinion that the disadvantages to the suggestion by far outweigh the advantages and that it should be unfavorably considered at the present.

If the majority opinion of the Conference is approved, appropriate steps will be taken to obtain the opinions of representative Agents in Charge.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

77923
MAY 31, 1945

THE JOINT COMMITTEE

SUGGESTION #184

EMPLOYER: GERTRUDE L. JONES
SALE LARK CITY OFFICE

Executive Conference

MEMBERS PRESENT: R. E. Harbo E. H. Conroy
R. C. Hendon D. Schmidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/92 BY SP-5 CJP/PAK

EMPLOYEE SUGGESTION: That the use of the terms "Unknown Subject" and "Unknown Victim" be eliminated from the titles of all reports and communications.

ADVANTAGES:

1. These terms are not indexed in any way since only the identifying data is indexed for assistance in locating a particular file.
2. The use of these terms adds nothing whatsoever to a title and the time required in typing them is not justified.

DISADVANTAGES:

1. The use of the term "Unknown Subject" is a flag that one or more subjects remains to be identified.
2. The use of identifying data might be confused. For example, in a bank robbery case if the title were merely "First National Bank, Cedar City, Iowa, Robbery, May 10, 1945", this might raise the question as to whether the name of the identified subject had been inadvertently omitted or whether it was an "Unknown Subject" case.
3. In setting out a complete title case, the use of the term "Unknown Subject" and the term "Unknown Victim" is valuable in reflecting how many subjects and victims are involved, identified or not.
4. Where a known alias, which likewise is known not to be a true name, is available it would be confusing if not preceded by the term "Unknown Subject".
5. The title would be clearer to U. S. Attorneys and other outside agencies who might have occasion to receive the reports of "Unknown Subject" cases.

RECORDED

INDEXED

66-2554-5040

EX-12

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

58 JUN 17 1945

THE DIRECTOR

May 24, 1946

H. H. CLEGG

77922

The Executives Conference on May 20, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Tracy, Nichols, Ladd, Rosen, Hendon, and Clegg, considered the suggestion of SAC Hood that there be a special school of one day for Police Commissioners which might be held coincident with or at the conclusion of the next school for police executives in each Division.

The Conference was unanimously of the opinion that Police Commissioners, even though they are not actively supervising the police department other than as one of the City Commissioners, should be permitted to attend the Police Executives' School or if the SAC desires he could arrange to have the final day or some other day of the regular Police Executives' School arranged so that the program would be of joint interest to the Police Chiefs and the Police Commissioners. This was unanimously approved by the Conference.

Respectfully,
For the Conference,

Clyde Tolson

RECORDED

66-2554-5041
F B I

61 JUN 14 1946

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/12/90 BY SP-5C/btf

INITIALS ON ORIGINAL

cc - Mr. Hendon

Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUN 17 1946

ORIGINAL COPY FILED IN 1-47-46

COPIES

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE

DATE: May 20, 1946
77921

SUBJECT: SUGGESTION # 213
EMPLOYEE: EULA M. MARQUETTE
NEW ORLEANS FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5C/BHT

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
K. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~Form FD-107~~ be discontinued and that ~~Form FD-22~~ be the
only form utilized for the ~~maintenance of individual property~~
~~records for Special Agents.~~

Form FD-107 is a card upon which is listed the property assigned
to each Agent which is kept up to date as changes occur. These
cards for all Agents are kept in one place. Form FD-22 is the
annual inventory of the property assigned to each employee, a
copy of which is maintained in the personnel file.

ADVANTAGES:

1. It is cited that the elimination of the form FD-107 would eliminate
duplication of records and effort.

DISADVANTAGES:

1. The purpose of the two forms is entirely different since form FD-107 is
to keep an up-to-date, day to day record of the property charged to
individual employees all in one place for ready change and reference.
Form FD-22 is used to advise the Bureau of the property assigned to
individual employees on an annual basis, and there is no requirement
that it be kept up to date through entering interim changes.

RECOMMENDATION: Unanimously opposed and that the New Orleans Office be
instructed to discontinue its present procedure of making
interim changes on form FD-22 which requires pulling of the personnel files
involved. Secondly, that form FD-107 be revised when next printed to eliminate
the phrase contained thereon instructing that it is to be filed in the personnel
files of the Special Agents, which instruction has previously been eliminated.
It is suggested that the attached letter go forward to the New Orleans Office
and the attached memorandum to Mr. Glavin.

ORTH:ER
EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince,
McGuire, Ladd, and Harbo) unanimously agreed with Joint Committee recommendation.
ETH:AF

Director's notation: "OK H."

50 JUN 21 1946

CC : Mr. Clegg

ORIGINAL FILED IN 62-2184

RECORDED
&
INDEXED

79 JUN 7 1946

EX-19
66
INITIALS ON FILE

THE DIRECTOR

THE EXECUTIVE CONFERENCE

77918

June 12, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5CJ/OWP

The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quin Tamm and Glavin considered a request submitted by the Special Agent in Charge at Portland, Oregon that the Bureau approve the continued use of a Special Agent in the Portland Office for complaint duty.

It was pointed out to the Conference that during the period of one month, 237 telephone calls were handled by the complaint Agents and 91 interviews were handled by the complaint Agents.

SAC Bobbitt pointed out that approximately one half day is devoted exclusively by the complaint Agent to the handling of complaints.

He also points out that having the complaint Agent on duty, persons calling at the office are referred immediately to the complaint room. He points out that it is not infrequent that there are few Agents in the office at any particular time, with the result that on those days when telephonic and personal complaints are particularly numerous, an undue burden would be placed on the Special Agent in Charge and the Assistant Special Agent in Charge in handling calls and complaints with the result that undue burdens must, of necessity, be held in abeyance. He further points out that when an Agent knows in advance that his time will be devoted to complaints, the Agent's work can be so organized as to provide a maximum benefit out of the time to be devoted by him in the office on that date. He points out that files can be requested for review and dictation prepared during the intervals between interruptions brought about by personal and telephonic complaints.

From the information set forth, it is ^{recommended} that a different Agent is used on complaint duty ^{regularly}.

The Conference was of the unanimous opinion that the complaint work in the Portland Division is not ^{being} ~~being~~ ^{done} ~~done~~ ^{in a} ~~in a~~ ^{wise} ~~wise~~ necessary the assignment of an Agent to these duties and recommends that the Agent in Charge be advised that the complaint ^{work} ~~work~~ ^{be} ~~be~~ ^{handled} ~~handled~~ ^{by} ~~by~~ ^{the} ~~the~~ ^{Special} ~~Special ^{Agent} ~~Agent ⁱⁿ ~~in ^{Charge} ~~Charge~~ and the Assistant Special Agent in Charge in the future. For the Director's further information, there are pending in the Portland Division 826 cases at the present time.~~~~~~

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

30 JUN 17 '46

77919

Subject to the Director's approval, there is attached herewith a communication addressed to the Agent in Charge at Portland concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

✓
Glyde Tolson

E. A. Tamm
E. A. Tamm

Attachment

OK
CC: Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG/dmb

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #226

EMPLOYEE: ASSISTANT SAC H. K. MOSS
ST. LOUIS FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-SCI/BKF

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. L. Conroy
E. Schaidt

EMPLOYEE SUGGESTS:

That the Bureau arrange to maintain its own bulletin boards in lobbies of main post offices in field office cities and in cities where Resident Agencies have been established on which may be filed outstanding identification orders and wanted flyers.

ADVANTAGES:

1. The present local postal authorities do not maintain their bulletin boards in a current status and material posted there is incomplete.
2. On a separate bulletin board a majority of current identification orders could be maintained.
3. Greater publicity would accrue concerning the Bureau's activities to apprehend fugitives with a probable increase in fugitives identified by the public.

DISADVANTAGES:

1. The Bureau would undoubtedly be required to stand any expense involved.
2. There would be additional administrative responsibility for the field office and the Resident Agents.
3. It probably would be extremely difficult to maintain such bulletin boards in an orderly fashion since they are fully available to the public.
4. The proposed is impractical and would give rise to numerous questions of jurisdiction, space, expense of bulletin boards, who would control such bulletin boards, responsibility for maintaining them and possible disputes with other Federal investigative agencies who right likewise desire separate bulletin boards.
5. In all of the larger cities of the United States only a very small portion of the public goes to the main post office building, there being numerous branches.
6. Many field offices have numerous resident agencies and it would be a prohibitive undertaking to endeavor to maintain the quantity of bulletin boards called for by this suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECOMMENDATION:

cc: Mr. Clegg
Mr. Hendon

Unanimously unfavorable.

EXECUTIVE CONFERENCE CONSIDERATION: 6/12/46; Tolson, E.A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, Harbo.

Unanimously unfavorable.
rth:af

RECORDED & INDEXED EX-440

66-2554-504

6/12/46

6/12/46

6/12/46

6/12/46

6/12/46

6/12/46

THE DIRECTOR

June 12, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 VJ/OKP

The Executive Conference of June 10, consisting of Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quin Tamm and Glavin considered a suggestion submitted by former Special Agent Homer J. Belanger concerning the payment of \$10,000 to the widow of former Special Agent Aldine H. Horton, Jr., who died on June 2, 1946. Belanger, a practicing attorney at Baton Rouge, Louisiana at the present time, states that during Special Agent Horton's ten years of service with the Bureau, he belonged to the Special Agents' Insurance Fund and made contributions to that fund. Belanger points out the fund has accumulated a very large reserve and he, Belanger, feels that it can be justly and logically contended that if this reserve, minus the contributions which have been made subsequent to Mr. Horton's resignation, is presently larger than it was when he entered the Bureau in November, 1942, that his (former Special Agent Horton) contributions and premiums were still earning insurance at the time of his death.

Belanger suggests that this be determined and if such is the case, that is if the fund is of sufficient size, that Horton's contributions have not been entirely expended, that the present members be allowed to vote on the proposition of paying \$10,000 to the widow and children of Mr. Horton. Belanger states that he has written the communication entirely on his own initiative and neither Mrs. Horton or any other person is aware of its being written. He requested that if a favorable action can not be taken he be notified personally.

The Conference points out that the primary purpose of the fund is to protect Agents in an active duty status and that the members of the fund are aware of the fact that payments are made only so long as they are active members of the Bureau. As a matter of fact, the membership of the fund had been polled on this particular matter, even going so far as to pass on the problem as to whether retired Special Agents could be considered as members of the fund with the result that a negative vote was secured to the effect that only members on active duty in the Bureau be considered as being members of the fund in question and that

when members are separated from the service, either by retirement, resignation or being dropped from the rolls or by being placed on military leave without pay, that they are no longer considered as participating members of the fund in question. The fund has been set up to protect the Agent while an active member of the Bureau.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Quinn Tamm
Nease
Miss Gandy

RECORDED

INDEXED

30 JUN 14 1946

58 JUN 18 1946

The Conference is unanimously opposed to favorable action being taken in this particular case. It is further opposed to any vote being secured from the members of the fund. It therefore recommends that the attached communication so advising Belenger go forward.

Respectfully submitted,
FOR THE CONFERENCE

I most certainly
Concur.
H.

V.
Clyde Tolson

EAT
E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG/dmb

THE DIRECTOR

6/7/46

THE JOINT COMMITTEE

SUGGESTION #221

EMPLOYEE: AGNES TOWLEY
BIRMINGHAM FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIP/PA

MEMBERS PRESENT: R. F. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau revert to the former rule requiring that the complete title of a report be set out where the title of a report is changed.

ADVANTAGES:

1. This procedure would eliminate the necessity for some review of the file on the part of the Agent dictating the report to ascertain the full title when necessary to set it out.
2. It would make it easier to index changes in titles inasmuch as the nature of the changes would be more obvious.

DISADVANTAGES:

1. The amount of time spent in setting out the complete title in all changed title reports would outweigh the advantage gained under the proposal.
2. Under the present rule the change in the title is set out in the first paragraph of the details and the necessary information for indexing can thus be obtained readily.
3. The present rule does not prohibit the setting out of the complete title and hence if common sense reasons exist for doing it in a particular case this may still be done.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On June 12, 1946, the recommendation of the Executive Conference composed of Messrs. Tolson, E. A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimously unfavorable.

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon 1946

RECORDED
&
INDEXED

166-2554-5046
30 JUN 14 1946

June 13, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference, with Messrs. E. A. Tamm, Harbo, Hendon, Hince, Ladd, Lee, Rosen and Quinn Tamm present, considered the suggestion that the Bureau revive the International Exchange of fingerprints. It is noted that an inquiry was referred to the State Department as to whether or not there were any objections to the Bureau resuming its fingerprint exchange, and the State Department advised that there was no objection to the resumption of the International Exchange of fingerprints with the following countries:

Algeria
Burma
Ceylon
China
Denmark
Egypt
Federated Malay States
France
French Guinea
Gold Coast Colony
Greece
Iran
Iraq
Italy
Japan
Java

Kenya
Malta
Morocco
Netherlands
Nigeria
Norway
Nyasaland
Palestine
Sierra Leone
Southern Rhodesia
Sweden
Switzerland
Syria
Thailand
Turkey

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/90 BY SP-5CJ/BJ

The Conference was advised that the International Exchange of fingerprints at the present time consumes approximately one-half the time of one employee. From that standpoint it is not burdensome on the Identification Division. The exchange itself has a very good selling point from the publicity standpoint and also from the budgetary standpoint. Consequently, the Conference was unanimously of the opinion that the exchange should be resumed with the above-mentioned countries. If you approve, appropriate instructions will be instituted in the Identification Division.

RECORDED

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg

Mr. Hendon

Attachments

QT:rn

52 JUN 17 1946

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #230

EMPLOYEE: ARNE P. LEFHOLZ
HONOLULU FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-SCI/PAH

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the principal stenographer no longer be required to submit a daily report.

ADVANTAGES:

1. Time is lost in setting out the SAC's dictation on a daily report sheet.
2. Unnecessary time is spent in trying to accurately account for time spent in dictation, research, telephone, and so forth.

DISADVANTAGES:

1. It is believed that a universal rule should apply to all stenographic employees.
2. In order for the Agent in Charge or an Inspector to accurately determine how much work there is on the books of all of the stenographers of the office no exception should be made.
3. Since a large percentage of the SAC's dictation is transcribed the day dictated this material need not be itemized on the principal stenographer's daily report and hence no time is lost.
4. It should not require much time to list the SAC's untranscribed dictation on the principal stenographer's daily report.

RECOMMENDATION:

Unanimously unfavorable and that the attached letter be sent forth to the Honolulu Office.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

&

INDEXED

31 JUN 13

On June 12, 1946, the Executive Conference, composed of Messrs. Tolson, E.A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimously unfavorable in its recommendation. The Conference recommended that the attached letter go forward to the Honolulu Office.

rth:af

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg 7 1946
Mr. Hendon

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #229

EMPLOYEE: ARNE P. LEEHOLZ
HONOLULU FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That letters between field offices which merely transmit facts or general information to that office be sent in single copy rather than duplicate copies.

ADVANTAGES:

1. Saving of time in the originating office.
2. Saving of filing space in the receiving office.
3. Saving of paper.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/ST

DISADVANTAGES:

1. A possible failure of an office to send two copies in situations where the receiving office would need or could well use two copies.
2. No necessity for any formal rule on this subject.

RECOMMENDATION:

Unanimously that no action is necessary on this suggestion.

RTH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

On June 12, 1946, the recommendation of the Executives Conference composed of Messrs. Tolson, E.A. Tamm, G. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimous that no action is necessary.

rth:af

EX-19
RECORDED
&
INDEXED

66-2554-5049
F B
31 JUN 14

OK
H.

EUG

RH

Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

17 1946
Mr. Clegg

COPY:FC

SAC, BOSTON

June 5, 1946

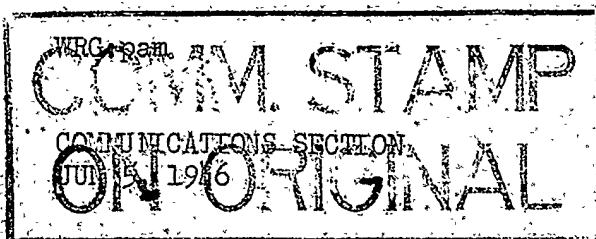
DIRECTOR, FBI

FIREARMS TRAINING

The Bureau is unable to approve the request contained in your communication of May 20, 1946, that certain equipment such as raincoats, sheepskin coats, heavy serviceable trousers, and foot gear be provided for Special Agents assigned to the Boston Office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-501/PAF

The Executive Conference of May 29, 1946 consisting of Messrs. Tolson, Rosen, Ladd, Hince, Maguire, Hendon, Tracy, Harbo and Glavin approved the foregoing.



166-2554-5057

RECORDED

F B I

JUN 17 1946

ORIGINAL COPY FILED IN 1-27-948

57 JUL 10 1946

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-8 CJP/STY

The Executive Conference of June 10, 1946, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Lee concerning the payments for overtime service performed by Special Agent personnel of the Bureau. It was pointed out to the Conference that Mr. Lee was of the opinion that considerable working time is being lost by a granting of compensatory leave rather than paying for ordered overtime service. The Conference was orally advised by Mr. Glavin that the Special Agent receiving the average salary of approximately \$4,600 a year earns a regular hourly salary of \$2.53 and an overtime hourly salary of \$1.72 that he felt it would be to the advantage of the Bureau to pay for ordered overtime rather than granting compensatory leave.

It was pointed out to the Conference that even though it would be a savings in man hours of work performed, there would be an additional expenditure of funds in paying for such overtime services. It was further pointed out by the Conference that this policy would be very difficult to administer and that if the policy were to be adopted, no voluntary overtime service would be performed from that date forward. The Conference takes cognizance of the fact that certain overtime service is voluntarily performed at the present time.

The Conference therefore is unanimously opposed to the adoption of the suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG/dmb

56 JUN 19 1946

RECORDED & INDEXED

EX-33

66-2554-505.2

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

complaint duty

The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by the Agent in Charge at St. Louis for continued use of Special Agent personnel for complaint duty.

The Conference was advised that from the period April 15, 1946 through May 14, 1946, a period of 22 working days, there were 221 telephone complaints received, 84 personal complaints, 105 outgoing telephone calls and 20 telephone referrals to other agencies of information received by the complaint Agent.

Special Agent in Charge Norris further advises that the complaint Agent spent $7\frac{1}{2}$ hours preparing teletypes, 36 hours and 5 minutes reviewing files in connection with the consolidation of files and index card project, had 20 contacts with the United States Attorney covering 5 hours and had 17 conferences with the Special Agent in Charge. There is a total of 176 working hours and during the period in question, 166 hours and 40 minutes was spent in handling of complaints.

For the Director's information, the St. Louis Division has pending ~~63~~ ⁸⁵⁷ cases at the present time.

Messrs. Tolson, E. A. Tamm, Hendon, Nichols and Rosen are opposed to the continuance of an Agent on complaint duty, they feeling that with the low case load pending at St. Louis, the Agent in Charge and the Assistant Agent in Charge should be able to handle the complaint work without having an Agent assigned specifically to such work. Messrs. Harbo, Ladd, Quinn Tamm and Glavin recommend a continuance of the complaint Agent for an additional 60 days, they being of the opinion that practically the full working time of an Agent has been utilized over the period in question in handling complaint and related duties and that if the Agent in Charge and the Assistant Agent in Charge are fully occupied now they will not be able to properly handle all of the work which had previously been handled ~~between~~ ^{by} complaint Agents.

Should the Director approve the majority conference recommendation, the attached communication should be forwarded to the Special Agent in Charge at St. Louis.

RECORDED
INDEXED
EX-33
Respectfully submitted,
FOR THE CONFERENCE

CLYDE TOLSON
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-SC/HR
E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Glegg

50 JUN 18 1946
WRG/dmb

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CJP

cc
The Executive Conference, with Messrs. E. A. Tamm, Tolson, Ladd, London, Clegg, Ladd, Leo, Rosen and Quinn Tamm being present, considered a suggestion submitted by J. C. Creighton of the Identification Division.

Mr. Creighton points out that the Identification Division receives numerous cases where two or more fingerprint cards are received on the same individual within a few days' period, reflecting the arrest of this individual on the same charge by the Police Department, Sheriff's Office and possibly the U. S. Marshal in a particular locality. The first fingerprint card received is searched and answered as a non-ident, at which time a charge card is placed in the Technical Section files reflecting the receipt of this particular fingerprint card. Either the following day or two days later a fingerprint card on the same individual will be received and when searched will be identified only with the charge card in the Technical Section. This immediately presents the problem of locating the previous card so that both may be consolidated and answered together. Creighton suggests that when the second card is received and identified with a charge card reflecting no previous information other than the current arrest, the fingerprint cards be referred to the supervisor, at which time the second card will also be answered as a non-ident and the previous arrest record will not be located until it has been returned to file.

This will materially reduce a number of file locates in the Identification Division. It is estimated that the reduction will be at a minimum of 100 cases a day. It will reduce the current delinquency of the Technical Section by a corresponding number of fingerprint cards and will result in a savings to the Bureau of approximately three employees who would otherwise be engaged in attempting to locate the fingerprint cards.

The Conference is unanimously of the opinion that this suggestion should be adopted. If you approve, there is attached hereto a letter to Mr. Creighton thanking him for this suggestion.

Respectfully,
For the Conference

Clyde Tolson

OK
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

*cc - Mr. Clegg
Mr. London*

Attachment

RECORDED
INDEXED
E. A. Tamm

EX-33

66-2554-3054

56 JUN 18 1946

THE DIRECTOR

June 11, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Long, E. A. Tamm, Hince, Quinn Tamm, Nichols and Glavin was advised by Mr. Glavin that additional tests have been made of the bullet proof material used in our new bullet proof vests and jackets. It will be recalled that this material is of spun glass and was used extensively by the Naval Services during the war as a salt vest and as flack jackets. The Conference was further advised that two thicknesses of the bullet proof, when first tested, stopped a Magnum bullet; that two thicknesses of the material had been tested recently and had not stopped the Magnum bullet, although it very effectively stopped the .38 caliber super automatic. Our present vests with the metal bullet proof material stopped up to the super .38, but will not stop the Magnum. The new vests with the spun glass material which weigh only a fraction of what the old vests weighed, will stop the tommy gun, the .45 caliber, the regular .38 caliber super automatic and two thicknesses of the material may or may not stop the Magnum bullet. The old vest weighs from 25 to 30 pounds. The new vest weighs 9 pounds.

The Conference was advised that Mr. Baughman is in agreement that the material we will get in our new vests is more satisfactory than what we have had in the old metal bullet-proof vests and he recommends no change in the order. Mr. Glavin agrees with Mr. Baughman in this respect.

The Conference is in agreement that the vests should be purchased.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-5/BJR

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

56 JUN 18 1946

EX-33

66-2554-5055

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #173

EMPLOYEE: MR. RALPH J. HILES
SAVANNAH FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/BJ

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That only one copy of serials be filed in zero and administrative files.

ADVANTAGES:

1. Seldom if ever is it necessary to charge out a serial from these files and one copy is sufficient.
2. The filing of only one copy cuts the amount of clerical work and saves some space.

DISADVANTAGES:

1. Material of this nature generally consists of only one copy and hence no substantial problem is involved.
2. Instances might arise where two copies would be desirable but it is felt that it would be undesirable to promulgate a hard and fast rule on the point.
3. As a general rule when two copies of the same report are placed in a miscellaneous file, it is because of the practice in some field offices to place in miscellaneous files, copies of reports that are furnished for information only. With reference to such reports, it is often the case that an investigative lead is later received in connection with that material. Under such circumstances it is necessary to withdraw those reports from the miscellaneous file and open up a case file. In the event that one copy of the report had been destroyed it might later become necessary to retype that report in order that it might be furnished to the United States Attorney for some other reason.

RECOMMENDATION: Unfavorable and unanimously that no specific rule is necessary in regard to this matter.

EXECUTIVES' CONFERENCE ACTION:

On June 13, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Quinn, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen was in unanimous agreement with the Joint Committee.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 19 1946
Mr. Clegg
Mr. Hendon

THE DIRECTOR

JUNE 11, 1946

THE JOINT COMMITTEE

SUGGESTION #200

EMPLOYEE: RALPH J. MILES
SAVANNAH FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/MS

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Form letter FD-10, a request for disposition from fingerprint contributors, have added, when next revised, a space to reflect the FBI number.

ADVANTAGES:

1. This form is ordinarily filled out by a clerical employee immediately upon receipt of a criminal record from the Bureau and the FBI number is at that time readily available for insertion on the form.
2. This form is transmitted back to the office by the police department with the disposition reflected on the bottom thereof. It is then necessary for the office to submit a disposition sheet to the Bureau referring to the FBI number for the convenience of the Identification Division. At that time unless the FBI number is included on the form, it is necessary to search through the file for the criminal record to determine the number for quotation.
3. The criminal record may be charged out to an Agent in which event it would not be possible for the clerical employee to complete the disposition sheet to be forwarded to the Bureau at that time.

RECOMMENDATION: Unanimously favorable that when next printed, the above form be revised to the above suggestion.

RECH/WL
EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, unanimously approved the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

JUN 13 1946

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #179

EMPLOYEE: MR. F. S. BAUKNIGHT
BALTIMORE FIELD OFFICE

MEMBERS PRESENT: R. T. Harbo E. E. Connelley
R. C. Hendon E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/HF

EMPLOYEE SUGGESTS: THAT in handling "no card" Selective Service cases, the originating office consider the subject not to be delinquent if within four hours a teletype reply to the contrary has not been received from the auxiliary office.

ADVANTAGES:

1. This would eliminate, in the vast majority of cases, one teletype between offices, since ordinarily prosecution for this type of delinquency is not pressed.

DISADVANTAGES:

1. Due to various complications, it often is impossible for the auxiliary office to obtain the information of the delinquency within a four-hour period or even within a twenty-four hour period and the assumption of non-delinquencies would be dangerous and lead to embarrassment to the Bureau.
2. The importance of these cases certainly warrants the exchange of teletypes.

RECOMMENDATION: Unanimously opposed.

ROH/ml we

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 13, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen in attendance.

RECORDED

INDEXED

66-2554-5058
JUN 17 1946

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
ss Gandy

cc: Mr. Clegg
Mr. Hendon

59 JUN 19 1946

THE DIRECTOR

February 18, 1946

THE EXECUTIVE CONFERENCE

cc
X
The Executive Conference of February 14, 1946, consisting of Messrs. Tolson, Mumford, McCabe, Harbo, Tracy and Glavin considered a request received from the Special Agent in Charge at Miami concerning the securing of a refrigerator for that office.

The Special Agent in Charge pointed out that the Miami Office has endeavored to obtain a coca cola vending machine for the office; however, the Special Agent in Charge has been unable to secure such a machine. The SAC at Miami states that in view of the fact that such a vending machine cannot be purchased, he suggests that the Bureau approve the purchase of an electric or gas refrigerator in which milk and coca cold can be placed since it will be of material help to the office to have such a refrigerator. He pointed out that most offices in the South permit their employees to go out for coca colas, or permit one employee to go out and bring in several bottles and make it available, once during the morning and once during the afternoon. He also pointed out that a refrigerator could also be used by clerks who bring their lunches to work.

The Conference is definitely opposed to approving the purchase of a refrigerator for the Miami Office for the purpose aforementioned; and should the Director approve the Conference recommendation, the attached communication should go forward to the Miami Division. *cc*

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-5 CIB/HR

RECORDED
INDEXED
66-2554-5859
JUN 18 1946
Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

WRG:val

59 JUN 18 1946

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #175

EMPLOYEE: MISS MARY ANAST, CHIEF CLERKS' CONFERENCE
HONOLULU FIELD DIVISION

EMPLOYEE SUGGESTS: That in view of reduced personnel an attempt be made to get rid of surplus property in field offices in order to reduce the amount of space occupied and thus reduce rentals. The only specific example cited was that in the Honolulu Office it had been possible to move the radio station into the office without acquiring additional space.

ADVANTAGES:

1. Economy
2. Making available surplus property to other Governmental agencies.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/BH

DISADVANTAGES:

1. It might well be that within the next year or two Bureau personnel will be increased and the surplus property perhaps should be retained by the Bureau in order to prevent the necessity for purchasing new equipment in the future.

RECOMMENDATION OF THE CHIEF CLERKS' CONFERENCE: In favor - 30
Opposed - 1

HHC:ER

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: That no action is required since the Bureau is presently following the suggested policy and as a matter of fact much surplus property has already been turned over to other Governmental agencies.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION: June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, was unanimously in agreement with the Joint Committee since this is the present policy.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

INDEXED

30 JUN 17 1946

1946

For the Director's information surplus property is currently declared to the Bureau by the field offices. In addition any surplus is set out in inspection reports and in the inventories submitted. When declared surplus to the Bureau's needs, a letter is sent to the Department of Justice asking for advice as to the proper disposition. A letter is sent to the field instructing that the property be held until further advice from the Bureau. The Department acknowledges our communication by assigning a number to the various items and later a letter is received from the Department with instructions for release of the surplus items in the field to designated agencies. A letter is then written to the field giving instructions for the release of this property and the field obtains a receipt and disposition slip which are sent to the Bureau. In turn the Department is advised and appropriate inventory changes made at the Seat of Government. Telephonic follow-ups are made with the Department by the Administrative Division to expedite disposition of the material. A large amount of surplus property ranging from automobiles to items of furniture has thus far been disposed of in the above manner which is our only channel for handling this disposal.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #176

EMPLOYEE: MANTON CARLSON, CHIEF CLERKS' CONFERENCE
LOS ANGELES FIELD DIVISION

EMPLOYEE SUGGESTS: That the consolidation of indices and files as a project be discontinued.

ADVANTAGES:

- Executive Conference*
1. Save time consumed as far as personnel is concerned.
 2. Labor spent is not compensated by the benefits to be expected.
 3. It accomplishes nothing since on the receipt of new cases the files again have to be searched.
 4. Most Agents will desire to check all references anyway regardless of consolidation on index cards.
 5. It does not save space in the indices.
 6. It does not save an appreciable amount of space in the files.
 7. It is infrequent that you find a necessity for consolidating old files.
 8. To make this project effective each card should have descriptive information thereon for future reference.
 9. It appears to be an endless project in some field offices.
 10. There are but few identical subjects in some field offices.
 11. Something should have been done to start with anyway.
 12. Those offices that have been consolidating files regularly as they have been received are now having to go through the laborious project of examining all the files anyway without corresponding profit.

DISADVANTAGES:

1. In the New York Office the consolidation affected the destruction of 1,400,000 cards with saving of space relative thereto.
2. In making any searches you save large amounts of time by avoiding pulling references on names that are not identical with the subject.
3. New mail being received at the office after it has been identified with one file is not necessarily to be matched with any other files.
4. Time is saved in matching material with the files.

RECOMMENDATION OF THE CHIEF CLERKS' CONFERENCE: In favor - 12
Opposed - 16

HEC:ER

CONSIDERATION OF THE JOINT COMMITTEE:

RECORDED

INDEXED

30 JUN 17 1946

E. E. Conroy
E. Scheidt

MEMBERS PRESENT:

R. T. Earbo
R. C. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg

Hendon

36 JUN 1 9 1946

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DATE 10/12/00 BY SP-5 u/bm

RECOMMENDATION:

That no action be taken since the Joint Committee previously made a recommendation that the project be continued which was approved by the Executives' Conference and the Director within the past 45 days.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, unanimously agreed that this project should be completed. In this regard it has been completed in 33 of the field offices and in three other offices it is to be completed within the next 60 days. In the remaining 16 offices the project is being carried on but due to personnel shortages and other work, the date of completion as yet is indefinite.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

6/14/46

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/MP

The Conference consisting of Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Ringe, Ladd, Lee and Rosen on June 12, 1946 studied the use of teletype communications between the Bureau and the Washington Field Office.

From May 6, 1946 to June 3, 1946, a total of 154 teletype messages were exchanged. Of this number 70 were sent by the Washington Field Office to other offices through the Seat of Government as a relay. In all instances this was cheaper due to our various hookups than for the field office to send the message direct.

A study of the remaining messages revealed that due to the expedite nature of the subject matter, it was more economical and practical to handle them by teletype than any other means of communication and no abuse was found. In this regard we have a direct teletype line to the Washington Field, the charge for which is \$37.50 per month regardless of how much it is used.

The Conference was unanimously of the opinion that where a subject required expeditious attention the teletype was cheaper to use than telephone communication since it had to be made a matter of record both in the Field Office and at the Bureau. Accordingly the following recommendations are made:

1. That in Departmental applicant and other deadline cases, the teletype facilities be used between the Bureau and the Washington Field Office both in making assignments to the field and in submitting the report to the Bureau.

2. That teletype be used in other expedite cases where mail is too slow to properly handle the case.

3. That the attached communication go forward to Division Chiefs and Supervisors reminding them to use the mail rather than the teletype where the subject matter will permit.

O.K. But whenever made above study is "way off base"

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

when he says "no abuse was found" giving further "day light" message. Rosen's fellow message were certainly abuses of the word. The meaning of the word.

RECORDED

6-2554-5062

JUN 17 1946

EXT. 33
Tamm

56 JUN 18 1946

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #234

EMPLOYEE: ADDEAN C. OLDHAM
EL PASO FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/BH

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That personnel files not be serialized

ADVANTAGES:

1. It would eliminate some clerical effort required to serialize when material is filed.
2. The serials themselves are never removed and charged out to personnel with the result a serial number is not so necessary.

DISADVANTAGES:

1. The serialization affords as a check to make certain that material is not removed in an unauthorized manner from the file at any time.
2. The serial numbers are of value in referring to particular matters by notations or otherwise.
3. All permanent files maintained by the Bureau are serialized, and it is not believed an exception should be made.
4. Very little clerical effort is required to serialize.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,
For the Conference

RECORDED
Clyde Tolson

INDEXED

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: May 29, 1946

FROM : J. C. STRICKLAND

SUBJECT: NATIONALISTIC TENDENCY CHARTS
INTERNAL SECURITY - C

Reference is made to the attached letter from SAC Soucy at Boston concerning his position on the destruction of out-dated Communist charts. It will be noted he feels that there is no purpose in retaining out-dated charts inasmuch as the same information can be obtained through ready reference to carbons of the descriptive memoranda forwarded to the Bureau which outlines the content of the current charts in each Field Office. He points out to maintain the anti-dated charts is to duplicate information already in the files of the Field Office and, further, to accumulate unnecessary bulky exhibits.

It will be recalled that a recent Bureau letter to all Special Agents in Charge stated that anti-dated Nationalistic Charts other than Communist charts could be destroyed provided descriptive information concerning them was retained in the files. An exception was made for Communist charts, with the instructions to the Field that at least one copy of the charts should be retained for ready reference by Special Agents to determine trend.

Observations:

ALL INFORMATION CONTAINED

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DATE 10/17/90 BY SP-5 C/BM

It would appear that the retention of at least one copy of the out-dated charts does duplicate the information in the Field Office and undoubtedly in a number of instances does create an accumulation of bulky exhibits.

On the other hand, while the information can be obtained from the memoranda describing the charts in question these memoranda probably do not serve as well from a descriptive point of view.

Recommendation:

It is suggested that this matter be presented to the Executive Conference for its determination. It is pointed out that so long as there is descriptive data in the file which newly-assigned Special Agents can refer to for information concerning Communist trends, it is not believed that there is any real necessity of maintaining the out-dated charts.

Attachment

THW:elk

APPROVED BY EXECUTIVES' CONFERENCE ATTENDED BY MESSRS.
TAMM, ROSEN, GLAVIN, NICHOLS, HARBO, HINGE AND
MUMFORD. 6-3-46. JKM SUGGESTED BULLETIN ATTACHED

1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : W. J. TRACY

DATE: May 21, 1946

FROM : W. J. Miller

SUBJECT: SUGGESTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/17/90 BY SP-5C/PMP

The following suggestion is offered in connection with requests for criminal records received from Bureau Field Division offices which have not been identified in the Identification Division. The present practice in the handling of these requests requires the preparation of a form letter in the Typing Section which is forwarded to the Field Office. The record request is then destroyed.

It is suggested in lieu of the above that the original incoming communication be stamped to indicate that a search of the Identification Division has failed to reveal any record on the basis of the information furnished and that the communication then be sent to the mail room for transmittal to the field office which originally forwarded it. It is specified that this will eliminate the preparation of form letters in some instances. A stamp making an impression similar to that reproduced below would be applied to the letter in Mr. Delavigne's Office.

TO : BED

FROM : IDENTIFICATION DIVISION

Unable to identify with criminal record on basis of information furnished.

The Reading Room has advised that the above procedure would not occasion any difficulty. All handling in the Typing Section would be eliminated. It is noted in connection with the above that this stamp would be used only in those cases where the sole purpose of the incoming letter is to request a copy of the criminal record. It would not be used where the communication requests that a copy of the record be furnished the other field offices or a local law enforcement agency. If this suggestion is adopted and its operation proves satisfactorily it might be possible to extend its use to routine requests for records received from state and local law enforcement agencies.

It is believed that if the above suggestion is adopted the Field should be notified in order that proper interpretation may be placed on the stamped record requests forwarded to the various field offices.

ADDENDUM: 6/10/46 (rm) The above suggestion was approved by the Executive Conference and has been placed in effect.

F B I

JUN 17 1946

52 JUN 25 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 100-1631

~~CONFIDENTIAL~~

Mr. Harbo

March 21, 1946

J. A. Sizoo

Security of Communications

DECLASSIFIED BY *SP-5 C/HP*

ON *10-17-90*

A second check has been made of envelopes carrying incoming mail to the Bureau. Approximately 60 envelopes were selected and tested for evidence of tampering. Of these, 26 were envelopes addressed from outside the Bureau. The remainder were from Bureau Field Divisions. Very strong indications of tampering were found in 3 instances of envelopes containing mail from persons outside the Bureau. No evidence of tampering was discovered in any of the envelopes from Bureau Field Divisions.

It is pointed out that the first check made involved 70 envelopes daily over a period of 6 days, including both envelopes from Bureau Field Divisions and envelopes from persons outside the Bureau. This involved approximately 420 envelopes. The present test, therefore, was considerably smaller. The 3 envelopes on which indications of tampering were found are the following:

1. An envelope addressed to the FBI, Washington, D. C., Air Mail Special, Registered #5412, return receipt requested, from Mrs. Anne Santilli, 434 James Street, Syracuse, New York, Apt. 10. This envelope was registered at Syracuse, N. Y. on November 23, 1945 and received in the registry of the Washington, D. C. Post Office on November 24, 1945.
2. An envelope addressed to John Edgar Hoover, FBI, U. S. Department of Justice, Washington, D. C., from Science Club, Redkey High School, Redkey, Indiana. This envelope is postmarked Redkey, Indiana, November 21, 1945.
3. An envelope addressed to U. S. Department of Justice, FBI, Washington, D. C., from Mrs. Mary Milizenski, 8 Belidor St., Adams, Mass. This envelope is postmarked Adams, Mass., December 14, 1945.

These envelopes were sent to the Laboratory from that section of the files division which detaches extraneous matter from incoming correspondence before it is placed in file. This accounts for the early postmarks on these envelopes.

RECOMMENDATION:

The fact that no evidence of tampering has been found on 55 envelopes indicates either that the mail from the Bureau Field Divisions is not being tampered with or it is being tampered with by persons thoroughly skilled in the art. It

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EX-65

RECORDED

166-2534-5066
F B I

INITIALS ON ORIGINAL

JUL 8 1946

is recommended that, for a period of one month, all of the mail from a designated Bureau Field Division, preferably New Haven*, be prepared in such a manner as to provide a more conclusive test to determine whether Bureau mail is or is not being tampered with. It is further recommended that the next agent to return to the New Haven Field Division from In Service training at the Bureau be instructed in a simple method of preparing envelopes for mailing which will enable a more conclusive tampering examination to be made. This agent preferably should be one assigned to the field office city.

65-48647

JLE:vd

ADDENDUM:

THREE WEEKS TEST of mail from New Haven Office
APPROVED BY CHIEF CONF 4/1/46. Present - Messrs. Tolson,
Glavin, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, Harbo.

*New Haven is selected since the volume of mail from there should not be too great and also because those envelopes bearing indications of tampering came from the northeastern part of the country, in two of the three instances.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAY 28, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION # 171

EMPLOYEE: INSPECTOR T. E. NAUGHTON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/DM

HIMBERG PROPOSED:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau approve or disapprove a form being utilized by the St. Paul Office upon which clerical employees each month, at the time of preparing the monthly administrative report, list by classification, the cases assigned to each Agent together with the date on which the last report was made. This form is then routed to the Agent who lists the approximate date that a report can be expected in the case and the number of days to complete the assignment. It is then forwarded to the Special Agent in Charge who utilizes it in equalizing assignments and in discussing the Agent's work.

ADVANTAGES:

1. The form may be of some assistance in readily indicating to the Agent in Charge what pending assignments are in the possession of each Special Agent.
2. It may tend to place pressure upon the Agents to keep the work from being delinquent.
3. The form enables the Special Agent in Charge to determine the changes in the amount of work from month to month handled by the Agent.

DISADVANTAGES:

1. A great deal of clerical effort is required in making up individual form for each Special Agent.
2. It requires unnecessarily the time of an Agent in completing the form.
3. It probably tends to make Agents submit status reports merely to have a good paper record before the Agent in Charge.
4. The same purpose can be accomplished through the personal interviews of the Agent in Charge with each Special Agent each month.
5. Essentially the same information as obtained from the form is available for the Agent in Charge from the assignment cards without the extra effort detailed in the preparation of this unnecessary administrative form.

RECORDED

55 JUN 19 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg

Mr. Hendon

50 JUN 20 1946

ORIGINAL COPY FILED IN

6. It is just another form not approved by the Bureau which most Agents in Charge do not care to utilize.

RECOMMENDATION: Unanimous that the form be disapproved and that the attached letter go forward to SAC Rhodes at St. Paul.

Attachment

0. EXECUTIVES' CONFERENCE ACTION: (5/28/46)

Messrs. Tolson, Rosen, Ladd, Hince, McGuire, Glavin and Tracy were in favor of submitting this form to a selected group of Agents in Charge to obtain their opinions. Mr. Ladd pointed out in this regard that when he was Agent in Charge he used a similar form which was of assistance in discussing cases with the Agents.

Messrs. Harbo and Hendon feel that without referral to the Agents in Charge the form should be disapproved. They contend that a great amount of clerical and Agent effort is required to compile the information on this form the first of each month, which is not justified by any good realized out of its use. They point out that it is impossible for an Agent in Charge to discuss the cases with every man in his office the first of the month and that such information should be currently obtained from the assignment cards and other sources at the time it is necessary to discuss with an Agent his work during the course of a month. They feel that this form only results in putting pressure upon Agents to submit interim and status reports of the type we are making every effort possible to eliminate.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #156

EMPLOYER: MR. VICTOR W. HARTZELL
ATLANTA FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 C/DH

MEMBERS PRESENT: R. T. Harbo E. E. George
R. C. Hendon E. Schoidt

EMPLOYER SUGGESTS: That instructions be issued by the Bureau that in taking signed statements from individuals who have issued and cashed fraudulent checks outside of a banking institution, specific information be included in the statement as to whether the subject personally carried the fraudulent check from one state to another prior to its being cashed. It was pointed out in this regard that a recent decision of the Federal Courts in substance states that when a person cashes a fraudulent check at a store or otherwise in one state and the check is drawn on a bank in another state, it is not a violation of the National Stolen Property Act, inasmuch as the fraud was completed at the time the check was cashed and the subsequent interstate transportation of the check cashed through regular banking channels had no bearing on the fraud and does not come within the purview of the statute.

RECOMMENDATION: Unanimously that this matter be referred to the Investigative Division for any necessary discussion with the Department and that appropriate instructions, if then deemed advisable, be sent to the field.

RCH/mj

EXECUTIVES' CONFERENCE ACTION: The Executives Conference on June 13, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen in attendance, was unanimously in agreement with the Committee that this be referred to the Investigative Division for further discussion with the Department. In this regard it is pointed out that this has been the subject of current discussion with the Department. There is some feeling that the Circuit Court opinion referred to is not a proper interpretation of the statute. Further we are receiving pleas of guilty at present despite the Circuit Court decision and it is doubtful that instructions of any type should be submitted to the field until the law on the matter is more thoroughly settled.

Respectfully,
For the Conference

Clyde Tolson

INDEXED

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

JUN 20 1946

EX-18

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: June 3, 1946

FROM : L. J. FALLON

SUBJECT: CHECK OF WORK OF ASSISTANT
COORDINATORS IN CLASSIFYING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-SC/BHP

In accordance with the inspection in the Classifying Section, I have been checking the work of a number of Assistant Coordinators in the Classifying Units daily. So far, for the Month of May, the work of seven different Assistant Coordinators has been checked and a number of these coordinators were checked two and three times.

A review of their work indicated that they are presently missing .94 percent of the errors, and it is believed that this continuous check of the Assistant Coordinators should be discontinued because they appear to be quite accurate. I would like to discontinue the checking as a regular project and only continue a spot check of the work of new Assistant Coordinators returning from Military Leave, and also a spot check of other Assistant Coordinators from time to time.

LJF:EM

ADDENDUM: 6/10/46 (rm) The above suggestion was approved by the Executive Conference and has been placed in effect.

52 JUN 25 1946

RECORDED

EX-140

55 JUN 17
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-1631-5660

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

X hours of duty

pc
SA
The Executive Conference of June 14, 1946 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised that there is pending in Congress at the present time a bill which will make July 5 a non-work day, giving Government employees a four-day holiday, July 4, 5, 6 and 7, Thursday through Sunday. The pending bill provides that the Friday non-work day would be made up at administrative discretion on July 13, the Saturday of the following work week or the next following non-work day without increase in compensation.

The Conference was advised that since there is a good possibility that the above mentioned bill will be favorably acted upon, it was felt that the new Agents School which we have set up for July 1 be set ahead to July 8 and that the In-Service School which is to begin July 1 be convened on July 8. This will mean that there will be two groups of In-Service Agents reporting to Washington on July 8, a total of approximately 80 Agents. However, the Training Division will have no difficulty in handling this number of Agents.

The Conference feels that it would be much better to have the new Agent School and the In-Service School both convene on July 8, rather than July 1st, since it is entirely possible that these members would not be in duty status on July 4, 5, 6 and 7, due to it being a holiday period.

Should the Director approve the Conference's recommendation, applicants who have been offered appointments will be immediately notified to report July 8 rather than July 1, and In-Service Agents will be instructed to report July 8 rather than July 1.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY 59-scj/pmr

Respectfully submitted,
FOR THE CONFERENCE

Clude Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

337

52 JUN 21 1946

66-2554-5070

THE DIRECTOR

May 27, 1946

THE JOINT COMMITTEE

SUGGESTION #114

EMPLOYEE: SA WILLARD A. GERRICH
BUFFALO FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. CLEGG
R. C. HENDON

E. E. CONROY
E. SCHEIDT

EMPLOYEE SUGGESTS:

That the .81 Remington Rifle be immediately replaced with a weapon which more adequately serves the needs of the Bureau.

ADVANTAGES:

1. The rifle has inherent weaknesses due to its mechanical make-up which makes it impractical for Bureau use. For example, it is difficult to keep the sights in proper alignment so that full confidence can be had in the weapon's accuracy.

2. The barrel constantly comes loose.

3. The weapon will not withstand heavy duty without getting out of order.

4. The Bureau should have a weapon of the rifle type which can be fully depended upon under all circumstances and at all times and which, in addition, should be able to withstand hard use.

DISADVANTAGES:

1. It is impossible to obtain a rifle which is well received by all Agents in the service as shown by experience.

2. Any semi-automatic weapon, of which type the .81 rifle is, cannot withstand the heavy duty which a bolt-action rifle can withstand so that many of the inherent weaknesses of the .81 are present in other semi-automatic rifles presently available.

3. This rifle was selected by firearms experts after many tests from available weapons at which time it was considered to be the best to serve our purposes.

4. To replace the weapon at this time would constitute an expense which it is doubtful the Bureau could presently make.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/90 BY SP-5 CJB/K

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

173 RECORD & INDEXED 66-2554-50711

EX - 25

52 JUN 21 1946

SUGGESTION #144

EMPLOYEE: SA WILLARD A. GENRICH
BUFFALO FIELD DIVISION

5. In recognition of the fact that this rifle cannot stand a great deal of firing without getting out of order, instructions are in effect that each office maintain in its vault a specific number of these rifles which have been sighted in and are in condition for use under any emergency thus eliminating the hazards existent in the use of those guns which have been firing a lot in practice.

6. The Bureau firearms experts are fully cognizant of the characteristics of this rifle and in the event a better rifle might become available at some future date it will receive careful consideration.

RECOMMENDATION:

Unanimously opposed but that the firearms experts of the Bureau continue to keep in closest possible touch with firearms manufacturers in an effort to obtain, when available and possible, a more reliable and durable weapon.

RCH:rs

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hinde, Ladd, Lee and Rosen in attendance, was in agreement with the recommendation of the Joint Committee. In this regard the firearms instructors and experts at Quantico have advised that they are cognizant of the weaknesses of the .81 Rifle but at present as in the past believe it to be the best available weapon for Bureau purposes. They continually maintain contact with firearms manufacturers in an effort to obtain when available a more reliable and durable weapon. They further point out that in the past ten months Agents attending In-Service due to the training given have handled this weapon better with higher scores and a number of them have stated that they now have a higher opinion of the rifle than they formerly had. The firearms instructors have also noted that the majority of the Agents who object to the rifle are not the better shots but are those who have a tendency to blame the rifle when they shoot low scores.

The Conference further recommended that the attached letter go forward to Agent Genrich who submitted the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

5/28/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/60 BY SP-5 CIB/MP

cc
The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered a suggestion of Special Agent K. T. Delavigne that flash and cancellation notices received from Immigration and Naturalization Service and United States Probation Offices be destroyed after handling.

Mr. Tracy pointed out to the Conference that after such notices are received and posted, the material is carefully reviewed by a Reader in the Posting Section in order to eliminate the possibility of error; therefore, there does not appear to be any need for permanent retention of the form letter notices.

The Conference unanimously recommends the notices be destroyed after posting and review.

In the event the Director approves the recommendation, there is attached a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

SJT:obp
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

103
59 JUN 27 1946

RECORDED

EX-140

66-2554-5072
F B I
55 JUN 17 1946

INITIALS ON ORIGINAL

OK
ORIGINAL COPY FILED IN 66-1631-5116

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 5, 1946

FROM : H. H. CLEGG

SUBJECT: LIEUTENANT CHARLES S. LO PRESTI
BERGEN COUNTY, NEW JERSEY, POLICE DEPARTMENT
APPLICANT FBI NA 33rd SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/80 BY SP-5C/BH

Executive Conference

Sources of Information: School records, former employers, references, neighbors, and credit and criminal records.

Applicant was born June 12, 1906. He graduated from grade school and attended high school for portions of two years. He worked for three years as a shipping clerk, one year as a building foreman and has been with the Bergen County Police Department since 1929.

Applicant was arrested June 7, 1926, on a charge of "bodily executive" in connection with a suit brought against him for judgment of \$485.75. He was committed to jail on that day and was released on June 10 on \$1,000 bond. The disposition of the case was not learned. Applicant was again arrested May 12, 1934, by the Wallington, New Jersey, Police Department, charged with assault and attempted battery. The arrest occurred when applicant was questioned by two Wallington Police Officers, Steven Sikora and Philip Fiola, while parked in a car with an unidentified woman not his wife in the early hours of the morning. Applicant became abusive to the inquiring police officers and threatened to punch one of the officers in the nose. He was taken to the police headquarters where he identified himself and bail was set at \$250. The case was heard on June 19, 1934, and the complaint was dismissed.

Captain Matthew Donohue, National Academy graduate and applicant's superior, stated that it was his understanding that applicant had met the girl, whose identity is not known but who is reported to have a questionable background, in a tavern in Passaic, New Jersey. Applicant at that time was investigating a series of hold-ups and had developed the girl as an informant and had taken her to a secluded spot in Wallington in order to protect her identity. Donohue stated that he understood the arresting officer Fiola attempted to make advances towards the girl which resulted in applicant threatening Fiola and his later arrest on assault and attempted battery charge.

RECORDED

The applicant with the approval of the judge, begged when the complaint was heard refused to reveal the identity of the girl. Officer Sikora was contacted and he recalled the arrest. He stated that Fiola has always had a personal dislike for Bergen County Police of which applicant is a member and that Fiola was aware that applicant was a member of the Bergen County Police at the time the arrest was made. Sikora stated Fiola did not make advances to the girl. Sikora further stated that the entire situation did not merit arresting applicant but the arrest was made because Fiola knew applicant was married and desired to cause him trouble. The investigation further disclosed that neighbors indicated that applicant had had in the past domestic problem with his wife caused by applicant's association with other girls, and that for this reason applicant volunteered for military service. He served in the Army from April, 1943, until January, 1946. The references given by applicant are reported to be prominent men in Bergen County, and they all highly recommend applicant for attendance at the Academy.

70 JUL 8 Recommendation: FAVORABLE. If approved the attached letter of invitation
Attachment JSR:djb

will be sent.

Approved by the Executives' Conference, June 3, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Nichols, Rosen, Lumsford and Hince.

LAH:wl

FEDERAL BUREAU OF INVESTIGATION
U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

~~JUN 11 1946~~

June 11, 1946

CONF TWO STATIONS (REPEAT)

TELEMETER

SAN FRANCISCO 5 AND LOS ANGELES, 4 FROM WASHINGTON 11 8-16 PM

SAC-S,

SAN Diego

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/90 BY SP-5CIB/DP

URGENT

RE CALIFORNIA STATE POLICE PISTOL MATCHES JUEXXX JUNE TWENTYSECOND
AND TWENTYTHIRD. NO OBJECTION SPECIAL AGENT EUGENE S. JONES ACCEPTING
INVITATION PARTICIPATE SO LONG AS HE DOES NOT DO SO AS FBI OFFICIAL
ENTRY. UNDESIRABLE TO ENTER PISTOL TEAM IN THE ABSENCE OF CONSIDERABLE
PRACTICE. ACCORDINGLY SHOULD NOT BE DONE.

RECORDED

HOOVER EX-15

166-2554-50702
FBI
55 JUN 20 -1946

SAN DIEGO ADVISED.

END

COMM. STAMP
ACK PLs
ON ORIGINAL

Approved by the Executives Conference, consisting of Messrs.
Tolson, Rosen, Mumford, Hendon, E. A. Tamm, Harbo, Quinn Tamm,
and Glavin.

57 JUL 10 1946

ORIGINAL COPY FILED

~~PERSONAL AND CONFIDENTIAL~~

June 4, 1946

SAC, Savannah

Director, FBI

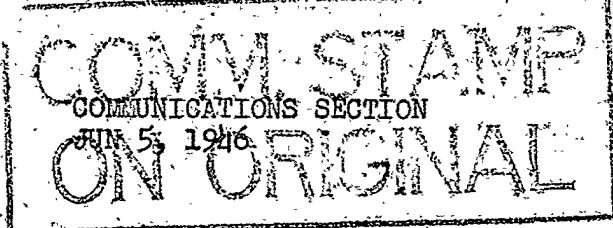
Reference is made to your letter of May 20, 1946, concerning the present method of preparing daily reports. Your comments and observations have been carefully noted. The Bureau has recently issued instructions calling for a change in the old method of preparing daily reports. This change has been in effect for a short time. Pending an opportunity to observe the effect of the new method, the Bureau does not desire to make a further change at this time. You may be sure, however, that your observations and comments will receive further consideration when the question of the method of submitting such reports is studied, after the Bureau has had a further opportunity to analyze its experience with the new system. The daily reports enclosed with your letter are enclosed herewith.

Enclosure
LAH:BJB

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/MS

DECLASSIFIED BY SP-5 CIB/MS
ON 10/17/90

Approved by the Executives Conference May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince.



RECORDED

166-2554-5075
F B I
55 JUN 24 1946

EX-15

57 JUL 12 1946

ORIGINAL COPY FILED IN 66-2554-7774

SAC, ALBANY

JUNE 11, 1946

DIRECTOR, FBI

INDEX CARDS

Reference is made to your letter of May 20, 1946 describing the system presently being followed in your office for preparing and filing index cards on active members of the Communist Party.

For your information the Bureau is presently giving extensive study to the problem of handling material received on technical and microphone surveillances with the hope that more uniform administrative procedures can be devised. An Indexing Manual is also in preparation. Pending the completion of these projects and until you are advised to the contrary, you may continue to utilize your present system of indexing this material.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 C/bmr

RCH:ER

cc: Mr. J. A. Carlson - This should be considered in connection with the survey on technical and microphone surveillances and indexing manual.

NOTE: Approved by Joint Committee
6/7/46 consisting of Messrs.
Conroy, Scheidt, Harbo and
Hendon.

Approved by the Executives Conference on 6/11/46, with Messrs.
Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and
Rosen in attendance.

COMM STAMP
COMMUNICATIONS SECTION
JUN 12 1946
ON ORIGINAL

RECORDED

66-2554-3076
B I

55 JUN 24 1946

EX-33

INITIALS ON ORIGINAL

52 JUL 2

1946

ORIGINAL COPY FILED IN 66-5084-243

LBN:MP

The Director

May 16, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, E. A. Tamm, Hendon, Tracy, Glavin and Nichols considered a suggestion that foreign journals sent up by our SIS people not be filed unless there is some real need to file them. It was unanimously agreed that hereafter foreign journals would be filed only if there was a notation to that effect written on the communication transmitting the journal. Otherwise the Files Section will be instructed to return the communication to the Supervisor submitting it for destruction.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

16/17/40 SP-5 ci bnp
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/12/83 BY SP5 Rsg/Ruy

#228,287

cc - Mr. Clegg
Mr. Hendon

RECORDED

166-2534-5077

FBI
JUN 24 1946

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

JUL 9 1946

ORIGINAL COPY FILED 166-4104-744

SAC, EL PASO

JUNE 11, 1946

DIRECTOR, FBI

FEDERAL PROCEDURE RULES
SUMMARY REPORTS

65091

Reference is made to your letter of May 29, 1946, inquiring concerning the preparation of summary reports in those cases in which the defendant has waived indictment by Grand Jury and has indicated he will enter a plea of guilty. You should, of course, adopt a common sense interpretation of the Bureau's regulations as to the preparation of summary reports where it is apparent that such a report will serve no purpose. In the specific instances which you cited it would appear that a summary report would serve no purpose and in such instances one, of course, should not be prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/1/90 BY SP-5 EJP/DC

RCH:ER

NOTE: Joint Committee, consisting of Messrs. Conroy, Scheidt, Harbo, and Hendon, considered this and felt that there was no need for a change in the rules; that good judgment and common sense interpretation of the rules presently will eliminate the preparation of unnecessary summary reports.

The Executives Conference on 6/11/46, with Messrs. Tolson, Quinn, Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance, unanimously agreed with the Joint Committee.

COMMUNICATIONS SECTION
JUN 12, 1946

ORIGINAL FILED IN 66-244

RECORDED

EX-33

66-2554-5078
F B I
70 JUN 24 1946

77
JUL 15 1946

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : D. M. Ladd

DATE: June 3, 1946

FROM : L. R. Pennington

SUBJECT: SERVICEMEN'S DEPENDENTS ALLOWANCE ACT OF 1942 MANUAL CHANGES.

Attached are proposed changes for the Manual of Instructions and for the FBI Handbook, pertaining to investigations in these cases.

The FBI Handbook changes include the recent one in the Departmental policy whereby United States Attorneys were instructed to seek to prosecute members of the Armed Service when they commit crimes punishable in civil courts. Up until this time, the Bureau has had a policy of ignoring violations by servicemen. As you know, numerous cases are encountered where soldiers make false statements in their applications for family allowances. The second change in the FBI Handbook is the addition of remarks explaining venue for prosecution.

The changes in the Manual of Instructions include changing the policy relative to servicemen to conform to the present Departmental policy, adding statements describing venue, and making two other minor changes in the wording of existing instructions.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/HT

Attachment

APPROVED BY EXECUTIVES' CONFERENCE ATTENDED BY MESSRS. TOLSON, TAMM, GLAVIN, Q. TAMM, HENDON, NICHOLS, HINCE, ROSEN, TRACY AND LADD 6-4-46. DML.

HHH:MMC

RECORDED

FBI

75 JUN 21 1946

INITIALS ON ORIGINAL

59 JUN 26 1946

ORIGINAL COPY FILED IN

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

June 3, 1946

Section 40 D:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/12/00 BY SP-SCI/BAK

The last paragraph should be deleted. It sets forth the former Departmental policy that violations by servicemen should be handled by the Military Authorities. This policy was recently changed and violations by servicemen are handled by the Bureau.

Section 40 E:

The first paragraph of 40 E (4) stated that certified copies of allowance checks have to be secured through the Washington Field Office. The following sentence should be added to this paragraph: "Requests for copies of checks should state the exact name of the payee, the check number, date, amount, symbol number, and name of the disbursing officer."

Section 40 F:

The following paragraph relative to the Statute of Limitations should be added to this section: "The Statute of Limitations for the offense of receiving allowance checks is three years after the legal termination of the war, as it is in other types of war fraud cases (Section 590A, Title 18, U.S.C.A.), but the offense of making false statements in applications is defined in the Statute as perjury, and the Statute of Limitations is three years only."

Section 40 G:

The Bureau formerly furnished copies of reports of interest to the War Department to the Dependency Board of the War Department. This has been discontinued. Reports of interest to the Navy were formerly furnished direct to the Bureau of Naval Personnel. They are now sent through ONI. Accordingly, the first two sentences of Section 40 G should be amended to read as follows:

"Since the information developed in these investigations is of interest to the War and Navy Departments and of aid to them in the administration of the Act, copies of reports pertaining to Army allowances are furnished to the Office of Dependency Benefits. Reports pertaining to Navy, Marine, or Coast Guard allowances are furnished to the Office of Naval Intelligence."

Section 40 H:

This section advises where venue for prosecution is under the various sections of the Act. However, it is incomplete since with respect to Section 217 it merely states venue is the place where the false statement was made. This part should be amended to read as follows:

66-2554-5077

ENCLOSURE

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

(Continued)

"Section 217

1. Where the statement was made.
2. Where the statement was acted upon.
3. Where the ex-serviceman is first found or brought (if application was made while overseas - see Section 102, Title 28, U.S.C.A.).
4. In the district where checks were received (only if ex-serviceman is charged with conspiracy with recipient of checks)."

June 3, 1946

PROPOSED CHANGE IN
FBI HANDBOOK

Part III, Chapter 50, I-E now reads:

"Investigative jurisdiction of Bureau relates primarily to civilians."

Change to:

"Since March 26, 1946, investigative jurisdiction of Bureau covers servicemen as well as civilians."

To be added:

ALL INFO CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/90 BY SP-5CJ/OW

" 9. VENUE

A. For receiving allowances, venue is where allowance checks were received or cashed.

B. For false statements in application venue is:

1. Where the statement was made.

2. Where the statement was acted upon.

3. Where the ex-serviceman is first found or brought (if application was made while overseas - see Section 102, Title 28, U.S.C.A.)

4. In the district where checks were received (only if ex-serviceman is charged with conspiracy with recipient of checks)."

66-2554-5074

ENCLOSURE

THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #262

EMPLOYEE: William A. Murphy
SAC, San Diego

MEMBERS PRESENT:

H. T. Harbo

E. E. Conroy

F. G. Hendon

E. Scheidt

EMPLOYEE SUGGESTS:

** Destruction of Bureau records*
That duplicate copies of material filed in the zero, double zero and dead files be destroyed after it has become one year old.

ADVANTAGES:

1. This would save space.
2. There is less need for duplicate copies of this type of material than there is for duplicate copies of serials in investigative files which under present rules can now be destroyed.
3. This would make uniform the practice of material one year old being destroyed.

DISADVANTAGES:

1. It entails some clerical work.

RECOMMENDATION: Unanimously favorable

RGH:FJ00

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIB/MP

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED
EX-26
E. A. Tamm

52 JUL 1 1946

THE DIRECTOR

6/24/46

THE EXECUTIVES CONFERENCE

PROPERTY FOR FBI NATIONAL ACADEMY

cc
The Executives Conference on June 24, 1946, those present being Messrs. E.A. Tamm, Glavin, Ladd, McGuire, Rosen, Tracy, Harbo and Clegg, considered the suggestion that revolvers and holsters not be issued to the members of the FBINA while they are in Washington. It has been customary in the past to issue them revolvers on the opening day and caution them not to make use of these revolvers until an instructor has told them to use them for practice purposes under the supervision of an instructor. Arrangements are now being made for all this training with the revolver to be given at Quantico and sufficient number of revolvers can be made available at Quantico so that they can be loaned to the class members on the day that they use them and can be turned in at the close of firearms practice each day while at Quantico. This will prevent the National Academy men having in their possession over night at any time any FBI firearm.

The Conference unanimously recommended favorably in connection with this suggestion.

Respectfully,
For the Conference

✓
Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5C/OHF

RECORDED

&
INDEXED

344

66-2554-5570

EX-33

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

JUN 28 1946

ke
THE DIRECTOR

JUNE 19, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference on June 18, 1946, Messrs. E. A. Tamm, Nichols, Glavin, Harbo, C. Tamm, Ladd, Rosen and Hince being present, was informed that approximately forty members of the present Session of the National Academy have requested that a tour of the Bureau and Quantico be arranged for their wives who will be in Washington for the Graduation week.

RECOMMENDATION: The Conference was unanimously favorable to arrangements for a tour of the Bureau for the wives of the Academy members and for a visit to Quantico with transportation via Bureau bus. If approved, arrangements for the tour and visit to Quantico will be made.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/00 BY SP-5CJ/BMF

EAM/vl

RECORDED & INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 JUL 1 - 1946

EX-26

THE DIRECTOR

June 18, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion from Special Agent in Charge Conroy of New York, that a War Service Certificate be issued to Heinrich Von Eckardt, who was employed as a Confidential Informant and Translator in the New York Division from January 1, 1942 up until the time he reported to SIS in Washington in the spring of this year for assignment outside the country. There is attached hereto a brief file of Mr. Von Eckardt. His service with the Bureau has been entirely satisfactory and the Conference recommends that favorable consideration be given to Mr. Conroy's request that Mr. Von Eckardt be awarded a War Service Certificate.

Respectfully submitted,
FOR THE CONFERENCE

Attachment

CC: Mr. Hendon
Mr. Clegg

Clyde Tolson ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 CIP/mf

E. Q. Tamm

WRG/dmb

RECORDED

INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 27 1946

66-2554-5083

THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #271

EMPLOYEE: THE JOINT COMMITTEE

Messrs. Harbo, Hendon, Conroy and Scheidt

MEMBERS PRESENT:

Messrs. R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

SUGGESTION:

general interest property
That an exception be made to the rules permitting the destruction of duplicate serials from closed files and dead files over a year old to provide that duplicate copies of identification orders can not be destroyed unless the file also contains an apprehension order.

ADVANTAGES:

1. Even though a case might be closed or in a dead status in a particular field office the subject of an identification order might still be a fugitive and the case become active in that office at any time at which point the office should have extra copies of the identification order available.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable

RCH:FJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

RECORDED
INDEXED
64
EX-31

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66 - Mr. Clegg

JUN 27 1946

THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #264

EMPLOYEE: SAC WILLIAM A. MURPHY
SAN DIEGO FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C. B. H. F.

MEMBERS PRESENT:

Messrs. R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the present instructions covering the filing of
Wanted Notice Cards be modified to provide for a straight
alphabetical sequence with the sub-division by geographical location.

ADVANTAGES:

1. This is a simpler system of filing.
2. In instances where a Stop Notice on one individual is placed with several agencies only one card would be necessary for each agency.
3. The sequence of filing the cards will be the same as that recently provided for Mail Cover Index Cards thus providing uniformity.
4. In cases where some law enforcement agency makes an inquiry regarding a fugitive whose name can not be recalled by that law enforcement agency, under the proposed system the search would not entail a great amount of work due to the fact that most of the field offices of the Bureau have only a limited number of Wanted Notice Cards.

DISADVANTAGES: - 19

1. Under the present system it is easily possible to locate a Wanted Notice by the name of the agency with which it has been placed even though the name of the wanted person is not recalled, whereas the proposed filing system would make it more difficult to locate the card in such instances.
2. In the present system you can find out readily all Wanted Notices placed with any particular agency because they are grouped together.

RECOMMENDATION:

Unanimously favorable. It is further recommended that this same general practice be applied to stop notices placed against such properties as guns, jewels, automobiles, etc. and that instructions be issued to the effect that the Stop Notice Cards be filed alphabetically by the name of the object.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with
Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince,
Ladd, Rosen and Rosen in attendance.

Respectfully,
For the Conference E. A. Tamm

50 JUN 21 1946 Clyde Tolson

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-Sci/PTF

The Executive Conference, with Messrs. Ladd, Tolson, E. A. Tamm, Glavin, Harbo, Hendon, Hines, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. G. C. Callan of the Investigative Division that outgoing signature mail handled in the Identification Division not be sorted through the Investigative Supervisors prior to mailing. Mr. Callan further suggests that the policy of the outgoing communication be checked for the Investigative Division Supervisors' attention.

The Conference was unanimously in favor of the suggestion, pointing out that it will expedite the handling of signature mail. If you approve, there is attached hereto a memorandum to the Identification Division, Investigative Division and the Records and Communications Division outlining the procedure.

Respectfully,
For the Conference

Clegg Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment
Q100

RECORDED
&
INDEXED

66-2554-5086
F B I
31 JUN 26 1946

EX-133

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 27 1946

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

65089

SUGGESTION #145

EMPLOYEE: MR. GEORGE W. H. CARLSON
SAN ANTONIO FIELD OFFICE

MEMBERS PRESENT: R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

Executive Conference

EMPLOYEE SUGGESTS: That information concerning the location of Vital Statistics Bureaus be furnished to all field offices and that thereafter information concerning vital statistics be secured by field offices through direct correspondence rather than through setting out a lead in an ~~investigative~~ report for the office covering the town involved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE *10/19/83* BY *SP-5 RJB/HR*

ADVANTAGES:

1. It would eliminate the handling of reports in an auxiliary office solely for the purpose of obtaining the routine vital statistics information.
2. At present the numerous reports are furnished to auxiliary offices setting out only a lead to obtain vital statistics information and if this were obtained by corresponding direct there would be an obvious saving.
3. The time of the Agent would be eliminated to handle this by correspondence.

DISADVANTAGES:

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INDEXED

166-2554-5089

1. There is no uniform system existing in the United States as to the handling of Vital Statistics records. Some states would have a centralized bureau in which this information has been recorded subsequent to a particular date and in many instances this date is of comparatively recent origin. In other states the records are maintained by counties, or even cities and towns. Consequently, any one pamphlet setting out the place from which Vital Statistics could be obtained would probably be very voluminous and also confusing.
2. In some states and places such information cannot be obtained except upon payment of certain fees which would complicate efforts to obtain such information by correspondence.
3. There advisable, there, of course, is no objection to the auxiliary office, which is acquainted with the situation in its territory, obtaining the information by correspondence, which in itself would eliminate the time spent by an Agent.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg

Mr. Hendon

57 JUL 1 - 1946

65090

4. In accordance with recent issued instructions a lead for an auxiliary office merely to obtain such information should be sent by a single letter from the office desiring the information which eliminates the handling of reports solely for this purpose.
5. In some states where the birth of an illegitimate child is recorded, the obtaining of the information regarding the birth of the child involves sometimes complicated legal aspects and the personal attention of an Agent would be necessary to obtain the information.

RECOMMENDATION: Unanimously Opposed.

RCH/cl

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

** House of Representatives*

je

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised as a result of a suggestion made that the Bureau go back to the six day, 48-hour week, that if ever such a policy was adopted, the additional salary costs for the present Bureau on a 48-hour week would be \$5,109,385. It was pointed out to the Conference that the present appropriation could not absorb this additional cost and it would be necessary that additional appropriations be secured.

The Conference is opposed to any further consideration of the six day, 48-hour week at the present time.

Respectfully submitted,
FOR THE CONFERENCE

GH
Clyde Tolson

Wt
E. A. Tamm

CC: Mr. Hendon
Mr. Glegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/90 BY SP-5 ci/br

WRG/dmb *Wt*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

135
JUN 28 1946

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&
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3-8

EX-133

66-2554-50
JUN 26 1946

THE DIRECTOR

June 27, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5CJ/OTF

Handwritten: X-Change and Handwriting

The Executive Conference, with Ladd, Tolson, E. A. Tamm, Glavin, Harbo, Hince, Nichols, Hendon, Kinsford, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm that a letter be transmitted to all contributors of fingerprints, such form letter informing the contributors that because of budgetary curtailment, applicant fingerprint cards would be delayed in handling in the Identification Division.

For the Director's information, there are in the Identification Division at the present time, 177,673 fingerprint cards of applicants which have been received from the Army, Navy, Marine Corps, Coast Guard, public utility companies and commercial concerns which have not been forwarded through the Identification Division. There are also pending answer in the Typing Section, 85,372 applicant fingerprint cards received from law enforcement agencies which indicate the individuals are applicants for some type of municipal license, cab driver, pistol permit, applicant for position on the police force, railway express or Maritime Commission. These fingerprint cards are not being handled in the Identification Division because of the shortage of personnel. In addition to the above cards which have been handled as far as the Typing Section, fingerprint cards from the U. S. Engineers (atom bomb project) and the Treasury Department (White House employees) are handled currently. The Identification Division surmises that at the present time, in most instances it takes approximately 90 days for applicant cards to be handled.

Handwritten: La

The Conference unanimously recommends the attached letter be transmitted to all contributors of applicant prints.

31 JUN 28 1946

RECORDED

INDEXED
251

Respectfully,
For the Conference

EX - 311

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols cc - Mr. Clegg
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

56 JUN 28 1946

THE DIRECTOR

6/21/46

EXECUTIVES' CONFERENCE

CAPTAIN WALTER E. HAYLOR
TEXAS DEPARTMENT OF PUBLIC SAFETY
AUSTIN, TEXAS - FBI NA APPLICANT 33RD SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/50 BY SP-5 C/PHF

The Executives' Conference on June 20, 1946, those present being Messrs. E. A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, considered the application to attend the FBI National Academy of Captain Walter E. Haylor of the Texas Department of Public Safety.

The detailed summary of this individual is attached and it reflects in substance the following summarized information:

The applicant applied for a Special Agent position in May 1935. As a result of the investigation he was unfavorably considered.

INVESTIGATION AS AGENT APPLICANT

Date of birth - August 19, 1908
Graduated from high school with average grades
Attended Texas A&M college for two brief periods and in each instance he withdrew or was dropped for deficient scholarship
Served as an electrician helper satisfactorily
Has been a filling station attendant
Became a member of the Texas State Highway Patrol in 1931
In 1936 was a Texas Ranger

A Highway Patrol Captain stated he was honest and reliable, sometimes overzealous and lacking in discretion. Another captain stated he was a tireless worker and the only mark against his record was when he solicited and received an expensive Christmas present from a truck operator in Houston and when the matter was reported to the then Chief Phares the applicant was suspended for five days and ordered to return the present which was an electric sewing machine.

Mr. Nelson, formerly with the Yellow Transit Company, stated in 1934 and 1935 he gave Haylor many gifts of cash and presents, a set of tires and an electric sewing machine, which latter gift the applicant solicited, that he received this money and these gifts in return for not weighing Yellow Transit trucks which would be loaded beyond the limit allowed by the state law.

Mr. Robert T. Herrin, President of the Herrin Transportation Company, stated the applicant would sell out his employers. He could not understand why listed as a reference and if the Bureau hired him, the Bureau's stock would drop considerably in Herrin's opinion. He stated that Haylor, while in Houston as a Patrolman, had "shaken down" truck operators and had borrowed

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

E. P. 303 JUN 23 1946

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money totalling \$200 over a period of a year when it was clearly understood the money was not a loan but a bribe to prevent weighing the truck loads.

The applicant's credit rating then was slow. One individual felt that the applicant was living beyond his income. When SACH. L. Sloan advised that in January 1935 he relieved the applicant on duty during the inauguration of Governor Allred of Texas, he found the applicant asleep in a car in front of the house.

The remaining information obtained was favorable to the applicant.

REINVESTIGATION - 1946 - FOR FBI NA APPLICANT

Mr. Nelson, formerly with the Yellow Transit Company, was reinvestigated. He stated in 1934 and 1935 all truck carriers were overloaded and considerable loss was being encountered by Highway Patrolmen stopping the trucks causing them to be unloaded at the spot and the practice developed of the truckers paying off the Highway Patrolmen so they would not stop the truck so often. He stated that Naylor first contacted him in 1934 and he gave Naylor several bottles of whiskey. These gifts continued and later Naylor asked for and received a set of tires. He did not at this time remember giving Naylor the sewing machine although he remembered that a sewing machine was returned by someone when the head of the Highway Patrol heard about it. He said he paid Naylor the rate of \$25 per month so his trucks would not be weighed.

Mr. Herrin of the Herrin Transportation Company was recontacted. He stated the previous statements made by him were true but Naylor was following a common practice then being followed by Texas Highway Patrolmen and this did not reflect basic dishonesty on the applicant's part. He denied that Naylor was shaking him down but that Naylor was being persuaded to overlook violations of the law which truckers considered unfair due to the low limit of 7,000 pounds which was being placed on truck loads. Mr. Herrin, the informant, apparently enjoys an excellent reputation although is considered hot tempered and neurotic.

Several other truckers who were in business at the time were interviewed and all of them stated they considered Naylor honest, upright, had no knowledge indicating his taking bribes, although they recalled vaguely a controversy which arose because of gifts being made to Patrolmen by the Yellow Transit Company.

The Dallas Office obtained information from the manager of a trucking company that it was generally customary for the Highway Patrolmen to accept bribes in connection with the enforcement of the old limit of 7,000 pounds for a truckload and although he had given Naylor some small gifts such as liquor he had never made any payments to Naylor. Another truck manager had no information that Naylor had ever taken any bribes and one trucker stated in his opinion Naylor was probably the only Patrolman in the Houston area who did not accept bribes during the period of the 7,000 pound load limit law.

Federal Judge Allred, former Governor, is well acquainted with the applicant who had performed several special investigations for him. He did an

extremely good job. He knows of nothing derogatory.

A state Senator, the President of the National Bank, the owner of a Good Year store, all recommend the applicant very highly. They consider him an excellent police officer. There was some neighborhood gossip which reflected that Mrs. Naylor had suspected the applicant of having affairs with other women but nothing definite was ever developed and the applicant and his wife have two children and are living together. An FBI Agent advised that it was common knowledge that the applicant had had himself sterilized because it would be dangerous for Mrs. Naylor to have any more children.

During the period 1934 and 1935 daily reports were prepared by the Highway Patrolmen and they were examined. The San Antonio Office advised that these daily reports of the applicant reflected that he had stopped the trucks of the Yellow Transit Company and the Herrin Transportation Company in the same proportions to his stopping the trucks of other truck companies. Mr. Acers advised by telephone that Director Homer Garrison was of the opinion that these reports showed that Naylor was properly performing his duty and had not been over-reached. It was also learned that it was not an infrequent custom in those days for the truck company managers to submit expense accounts and charge off deductions for income tax in the way of gifts or bribes to Patrolmen, when, in fact, they had not been paid. It was merely to justify an expenditure to deduct from the profits earned.

Director Homer Garrison, according to Acers, is convinced that the allegations were not true and has placed Naylor in charge of the training work for the Texas Highway Patrol. He is also one of the principal contact officers with local police for the Texas Highway Patrol.

Inspector Quinn Tamm a few weeks ago was in Texas and discussed this matter with SAC Acers and Willis and Agents George Carlson and R. B. Miller. Carlson had worked with Naylor and considered him very capable and trustworthy. The Agents and Agents in Charge felt it would be to the Bureau's disadvantage not to accept him. There was a feeling that the allegations were not true and they had been unable to substantiate them except from those who made the charges.

The Executive Conference in the light of all circumstances and in view of the oral report of Quinn Tamm recommended that Naylor be accepted. If this is approved, there is attached hereto a letter addressed to Colonel Garrison inviting him to send Naylor to the July Session of the Academy.

Respectfully,
For the Conference

While I am approving this I do so most reluctantly. I think it is a great mistake to lower the standards of the N. A. by accepting individuals who have a substantially black on their record. It is not the first time we have raised the bars & allowed questionable applicants & I think it a most undesirable trend. The best way to accept this man would react against

He has an extremely clean record & I am not impressed with all this high sound.

the Bureau is a sad commentary on our previous practice - getting and giving to succumb to black mail and to close himself.

W. J. Tamm

THE DIRECTOR

6/24/46

THE EXECUTIVES CONFERENCE

QUARTERLY CONFERENCES OF SUPERVISORS AND BUREAU OFFICIALS
AT THE SEAT OF GOVERNMENT

The Executives Conference on 6/19/46, those present being Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, Q. Tamm, and Clegg, considered the suggestion relative to Quarterly Conferences of Supervisors and Bureau Officials at the Seat of Government. Other personnel conferences have been made semi-annual instead of quarterly.

The Executives Conference recommended as follows unanimously:

1. That the Seat of Government Conference of Supervisors and Bureau Officials be held semi-annually instead of quarterly in the future.

2. That when such Conferences are to be held they begin at 4:00 PM on the afternoon they are to be held instead of at 7:30 P.M. as heretofore.

This recommendation is made due to the fact that this is an official function and it is expected that there would be critical comments on the part of supervisors if they were required to attend a conference which is not planned to begin until after official working hours.

Respectfully,
For the Conferences,

Clyde Tolson

E. A. Tamm

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HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 G. B. H. F.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon

Mr. Clegg

52 JUL 3 1946
HAC:PJ

RECORDED & INDEXED
EX-10
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66-2554-509111

THE DIRECTOR

June 20, 1946

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5ci bnf

At a meeting of the Executive Conference on June 20, 1946, which was attended by Messrs. Tamm, Clegg, Harbo, Rosen, Quinn Tamm, Hendon, Nichols and Ladd, the attention of the conference was called to the fact that ever since the Washington Field Office had left the Department of Justice Building, the Security Division has handled the interviews and complaints of individuals coming to the Bureau and that in view of the fact that the Washington Field Office was returning to the Department of Justice Building, it was suggested that the Interview Room be done away with and that complaints be referred to the Washington Field Office for interview and handling. It was pointed out that the two rooms used for the Interview Room will be needed by the Security Division in view of the space lost to the WFO. It was pointed out to the conference that, of course, this would not in any way effect those individuals which the Director's Office desired to refer down for interview by Bureau supervisors but would pertain only to the miscellaneous type of individual who called at the building and indicated they wanted to furnish information to an Agent.

The conference was unanimously in favor of this recommendation.

Respectfully,
For the Conference

Glyde A. Tolson

E. A. Tamm

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Hendon.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

RECORDED & INDEXED
JUL 27 1946

56 JUL 2 1946

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THE DIRECTOR

6/17/46

THE EXECUTIVES' CONFERENCE

IN-SERVICE TRAINING COURSE WORKSHEET

The Executives Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, C. Tamm, Harbo, Hendon, Nichols, Mumford, Rosen and Hince, on June 14, 1946, considered and approved the attached revision of the In-Service training course to take effect with the reconvening of the In-Service schools beginning July 8, 1946. The revision provides for the addition of discussions concerning police record systems, National Stolen Property Act, field office administration, supervision and coordination in investigations, new rules of Federal criminal procedure, development of confidential informants and photography.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/10 BY SP-5C/bmf

Attachment

cc: Mr. Clegg
Mr. Hendon

IAH/vl

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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&
INDEXED

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66-2554-5093

56 JUL 2 - 1946

MAY 20, 1946

IN-SERVICE TRAINING COURSE WORK SHEET

PROPOSED FOR IN-SERVICE TRAINING SCHOOL CYCLE

BEGINNING JULY 1, 1946

INSTRUMENTAL IN THE COURSE
HEREIN IS SUBMITTED
DATE 10/17/46 SP-56/pj

<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
1. Roll Call, Organization of Class, Announcements	Mr. L. A. Hince or Mr. J. S. Rogers	1 hour
2. General Bureau Problems	Mr. H. H. Clegg	1 hour
3. New Rules of Federal Criminal Procedure	Mr. J. A. Carlson or Mr. K. R. McIntire	2 hours
4. Development of Confidential Informants - Examples of Procedure	Mr. L. A. Hince or Mr. E. T. McIntyre	1 hour
5. Police Record Systems	Mr. A. E. Leonard or Mr. F. F. Mesch or Mr. H. M. Reed	1 hour
6. Field Office Administration Forum	Mr. H. H. Clegg or Mr. E. P. Morgan	1 hour
7. Value of Supervision and Coordination in Intelligence and Other Investigations	Mr. E. P. Morgan	1 hour
8. The FBI National Academy	Mr. J. S. Rogers or Mr. L. A. Hince	1 hour
9. Inspection and Supervision of Equipment	Mr. E. P. Morgan and Mr. J. S. Rogers	2 hours
10. Raids, Plants and Surveillances	Training Division Instructors	3 hours
1. Photography - Theory and Practice	Mr. E. E. Donaldson or Laboratory Instructor	1 1/2 hours
2. Arrest Problems - Mechanics	Mr. H. A. Sloan and Staff	5 hours
3. Firearms Training	Mr. H. A. Sloan and Staff	3 days
4. Fingerprints - Latents	Mr. E. S. Delss	1 1/2 hours
5. Investigative Project	Training Division Instructor	3 days

IN-SERVICE TRAINING COURSE WORK SHEET (Continued)

<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
16. Technical and Sound Equipment - Practical Work	Mr. E. R. Donaldson or Laboratory Instructor	4 hours
17. Lessons Learned From Bureau Major Cases	Mr. K. R. McIntire	1 hour
18. Panel Forum - Identification Division	Mr. S. J. Tracy or Mr. Quinn Tamm	$\frac{1}{2}$ hour
19. Panel Forum - Administrative Division	Mr. W. R. Glavin or Mr. R. E. Lee	1 hour
20. Panel Forum - Records and Communications Division	Mr. L. B. Nichols or Mr. J. J. McGuire	1 hour
21. Panel Forum - Security Division	Mr. D. H. Ladd or Mr. J. K. Mumford	1 hour
22. Panel Forum - Laboratory	Mr. R. T. Harbo or Mr. H. B. Long or Mr. D. J. Parsons	1 hour
23. National Stolen Property Act - Jewel Thefts and Confidence Games - New Jewel Theft and Confidence Men Album	Mr. C. C. Nelson	1 hour
24. National Motor Vehicle Theft Act	Mr. O. J. Keap	1 hour
25. Fugitive Investigations	Mr. C. J. Martin or Mr. W. H. Caver or Mr. C. W. Evans	1 hour
26. Civil Rights, Domestic Violence, Falsely Claiming Citizenship, Election Frauds	Mr. E. S. Blakesley	$\frac{1}{2}$ hour
27. Selective Service Act, Hatch Act, Departmental Applications	Mr. E. H. Walker or Mr. G. C. Callan	1 hour
28. Theft From Interstate Shipment, Impersonation	Mr. C. C. Nelson	$\frac{1}{2}$ hour
29. White Slave Traffic Act, May Act, Crime Surveys	Mr. P. J. Shine	1 hour
30. War Frauds	Mr. R. P. Lawson	1 hour
31. Bank Robbery, Kidnapping and Extortion	Mr. J. T. Logue	1 hour

IN-SERVICE TRAINING COURSE WORK SHEET (Continued)

- | | | |
|--|--|--------|
| 32. General Communist Activities | Mr. E. H. Winterrowd | 1 hour |
| 33. Communist Infiltration of Foreign
Language Groups | Mr. E. J. Powers or
Mr. W. K. Harvey | 1 hour |
| 34. Special Communist Cases | Mr. L. Whitson or
Mr. W. K. Harvey | 1 hour |
| 35. Communist Infiltration of Labor | Mr. F. J. Baumgardner or
Mr. G. H. DeFord | 1 hour |
| 36. Examination | Training Division Instructor | 1 hour |

THE DIRECTOR

THE EXECUTIVES CONFERENCE

6/25/46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/10/90 BY SP-SC/BHF

The Executives Conference consisting of Messrs. Tamm, Nichols, Glavin, Hendon, Quinn Tamm, Harbo, Clegg, Rosen and Ladd considered the problem of "stragglers" in the Identification Division as brought up by Mr. Hendon, based upon his survey.

A "straggler" occurs when for one reason or another it is impossible to locate the file jacket or previous fingerprint cards in the Identification Division upon which to base an answer to a current print or current inquiry. A common type of "straggler" is that in which a print may have been received from the Metropolitan Police Department on one day as a result of which the file jacket containing the prior record is pulled for answer and then a card on the same individual is sent in by the U. S. Marshal prior to the time the jacket is returned to file. In this regard there are 12 separate steps taken before an incoming print is answered and from 18 to 20 steps before the fingerprints and file jacket are back in file. During this period, as can be seen, there are any number of places in the Identification Division where such a "straggler" might be located. The picture is complicated in many instances due to the fact that as many as four or five fingerprint cards on the same individual may come in within a short period of time from different contributing agencies and at the same time inquiries by letter and wire will be received from local contributors and Bureau offices pertaining to the same person.

At the time of the survey, which was typical, there were 1300 "stragglers" in the Identification Division of which 634 were counted as delinquent since they were on the list for over 48 hours and 198 of this number were approximately a month or more delinquent. Approximately 450 "stragglers" are located per day but the total number remains approximately the same due to the daily additions. Since 5900 file jackets are pulled daily which means about 50,000 inquiries are moving through the Identification Division at all times, it can be realized that the locate problem is a very great one.

Pursuant to our present policy, if a file jacket cannot be located within a two week period, a letter is sent to the contributor in those instances where the incoming print has been identified with a master card in the file, advising that a complete record is presently not available and that a full record will be sent when available. A number of these letters must go out each week and in effect they state that we have a lost record which cannot be found, which reflects unfavorably upon the Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

166-2554-5099
JUL 1 1946

As the delinquency in any section of the Identification Division increases, the "straggler" problem of course becomes greater since there is that much more delay in the cards and jackets getting back into the file. Current and delinquent work is responsible for the greater portion of the "stragglers" since a check which I had made revealed that of 3,591 file jackets checked, but five were misfiled and six folders were out of sequence in the proper file drawer. This is a percentage of error of .309. Every misfiled jacket is a potential "straggler" and due to personnel shortages the last check of misfiling was made in 1943.

At the present there are 39 employees on the "straggler" searching squad. These employees do nothing except look for "stragglers" and without them the approximately 450 located per day would not be found until in due course they got back in the file. The searching is made difficult by the fact that the work is moving throughout the various sections at all times. For example, while a searcher is looking among material on a typist's desk, what he is looking for may be picked up from the desk of an adjoining typist and either sent forward or sent back to some other section where the searcher has already looked. In other words, it is practically impossible for them to catch up with the various lost jackets. From experience it has been shown that a much greater number of "stragglers" can be located by the same number of employees daily when the work in the Identification Division is stopped. The ideal situation would be to have the squad of searchers on a night shift. However, this is recommended against since there are an insufficient number of male employees to handle this work and due to the neighborhood and other factors it is inadvisable to assign girls on the night shift. *Not to exceed 50 employees*

The Conference was unanimous in approving the recommendation jointly made by Mr. Quinn Tamm and Mr. Hendon that a voluntary "straggler" squad be used on Saturdays with appropriate compensatory leave granted. It is the belief of the Conference that the number of "stragglers" constantly carried on the list will be greatly reduced through a concentration of this type of work on Saturday. It is further recommended that after this has been tried for two or three weeks that consideration be given to cutting the regular "straggler" squad of 39 employees who presently work during the week. If approved, steps will be taken by the Identification Division to obtain the necessary volunteers for each Saturday. In this regard, Mr. Tamm has advised that there will be no difficulty. The Conference was also of the opinion that while it cannot be done now due to personnel limitations, when possible a regular squad should be assigned to check the file cabinets for misfiled jackets.

Respectfully,
For the Conference

1. O. K.
 2. Try to establish a night squad as soon as possible
 3. Try to establish squad for checking cabinets
- Clyde Tolson
E. A. Tamm

cc - Mr. Clegg

THE DIRECTOR

June 18, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/19 BY SP-5 CIP/HF

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin considered the suggestion of ~~discontinuing~~ the Savannah Division and have that divisional territory revert to the Charlotte Division and the Atlanta Division.

It will be recalled that the South Carolina territory of the Savannah Field Division was originally allotted to the Charlotte Division and the Georgia territory of the Savannah Division was originally allotted to the Atlanta Division.

It was pointed out to the Conference that the Savannah Division had 1,156 cases pending at the present time and that of the 1,156 cases, 906 are regular investigative cases and of the 906 investigative cases, 692 have originated at Savannah.

It was further pointed out that Charlotte has 1,246 cases pending while Atlanta has 1,098 cases pending. The Conference was further advised by Mr. Hendon that the Savannah Division is high in the statistical accomplishments.

The Conference therefore recommends that no further consideration be given to the closing of the Savannah Division at this time and that the entire matter be reconsidered at the end of 90 days.

RECORDED

INDEXED

166-2554-5095

Respectfully submitted,

FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 2 1946

June 20, 1946

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5 ci/bxp

The Executives' Conference considered the suggestion of Mr. Pennington that certificates similar to those awarded to local posts of the American Legion be awarded by the Bureau to the National Organization of the American Legion and to the National Americanism Commission. Mr. Pennington feels that these two units in the American Legion structure were of material assistance to the Bureau during the period of the war.

The Conference unanimously recommends the awarding of the certificate prepared by the Bureau for American Legion posts to both the National Organization and to the National Americanism Commission.

Those in attendance were Messrs. Nichols, Glavin, Hendon, Q. Tamm, Harbo, Clegg, Rosen, Ladd, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

RECORDED

&
INDEXED

319

166-2554-5096

31 JUN 27 1946

EAT:DS

52 JUL 2 1946

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/HF

HOURS OF DUTY

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by Virginia Bishop of the Translation Section of the Security Division. Miss Bishop suggests the Bureau endeavor to have its hours changed from 9:00 am to 5:30 pm to from 8:00 am to 4:30 pm during the summer months. Miss Bishop states that Bureau employees would then have the advantage of several cool morning hours of daylight and that those who must do their daily shopping after work, would find such shopping easier in securing hard-to-find items of food and more efficient work could be done in the additional morning hour than in the present late afternoon hour.

The Conference was advised that the Bureau had endeavored to secure such hours for the Identification Division without success, since the Bureau of the Budget refused to approve the hours when the Capital Transit Company insisted that they could not furnish the necessary transportation.

For the Director's information, Mr. Quinn Tamm states that there is a possibility that the Capital Transit Company may be able to furnish transportation for the Identification Division employees from an 8:00 am to 4:30 pm schedule at an early date. Discussions are being had with Traction officials at the present time. If transportation can be furnished to the Identification Division, we may then be able to consider a change in hours for the remainder of the Bureau.

The Conference feels that until such time as such arrangements can be made, no definite affirmative action could be taken by the Bureau in changing the hours from 8:00 am to 4:30 pm.

The Conference further points out that such a change at the Seat of Government Proper could not be an effective change unless the other agencies with which we have contact have the same hours.

The Conference recommends that the attached communication go forward to Miss Bishop concerning her suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

88-111-1046

88-111-1046

WRG/dmb

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY SP-5

It was pointed out to the Conference that in the past the Attorney General has exercised his authority under Public Law Number 507 and Executive Order Number 9321, which permits his condemning property that is being utilized in military, naval or other war purposes. The Attorney General has exercised this authority in behalf of the Immigration Service and a Department representative had indicated to the Chief Clerk's Office of the Bureau that the Bureau should keep this procedure in mind in the event we run into a snag in connection with rental negotiations on any commercial space.

The Conference is in agreement that the Bureau should not at this time make any effort to have the Attorney General exercise his authority under the condemnation statutes at this time. It is felt that satisfactory space contracts can be made by the Bureau throughout the divisional service.

RECORDED

INDEXED

Clyde Tolson

U.S. - FARM

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon

Mr. Clegg

1557

100

THE DIRECTOR

6/21/46

THE EXECUTIVES CONFERENCE

~~COUNSELORS FOR 33RD SESSION, NATIONAL ACADEMY~~

The Executives Conference on June 19, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, Q. Tamm and Clegg, considered the recommendations for class counselors for the next session of the FBI National Academy beginning July 15, 1946. One counselor with previous experience as such and one Agent who has had no previous experience as counselor are to be selected. The recommendations were made and approved by the conference unanimously as follows:

For the experienced counselor: First choice TULLIS D. EASTERLING
Charlotte Field Division
Second choice CHARLES F. LANMAN
New York Field Division

For the new counselor: First choice MEFFERT W. KUHEITZ
New York Field Division
Second choice CHARLES H. FISCHER, JR.
New Haven Field Division

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/17/90 BY 95-50107

RECORDED
&
INDEXED

166-2554-5099

JUN 27 1946

EX-33

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

HHC:PJ
JUL 1 - 1946

THE DIRECTOR

6/25/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/17/03 BY SP-5 ci/pm

The Executive Conference, with Messrs. E. A. Tamm, Clegg, Hendon, Nichols, Harbo, Rosen, Ladd and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm for the establishment in the Identification Division of a Correspondence Section.

The recommendation is that a Correspondence Section be established in the Identification Division as a separate unit, the Supervisor of this section to be an Agent Supervisor who would have the complete responsibility of seeing that correspondence handled in the Identification Division was properly and quickly handled. The proposed plan involves the incoming mail being reviewed upon its entrance in the Identification Division by classification clerks. This would be a new position in the Identification Division and would require the training of employees to completely analyze the incoming mail and determine the necessary action so that the mail could be properly routed through the Identification Division. It further provides for sub-supervisors responsible directly to the correspondence supervisor to supervise the searching of the incoming mail in the Card Index Section, the Technical Section and the Assembly Section. The suggestion entails the use of a simple tickler system so that correspondence, as handled by the classification clerks, would be numbered in numerical order as it is received, and a constant tickler would be maintained by the classification clerks to assure expeditious handling of the incoming correspondence.

This proposed plan would require high-caliber employees in the two key positions, that is, in the classification position and the examining position. The examining clerks would determine, after the mail had been completely searched, the necessary method of acknowledgment, that is whether it is a form letter or a dictated reply. If a dictated reply was necessary it would be dictated by the supervisor or the examining clerks. The positions of examining and classification clerks would have to be created in the Identification Division.

For the Director's information, this proposed plan would not increase the number of employees necessary to handle correspondence. It would merely localize the responsibility. The proposed unit would have 19 employees (3 classification clerks, 6 examining clerks and 10 junior file clerks who would be used for pulling jackets in the Assembly Section and routing work). There is a possibility that after the plan is placed in effect it will reduce the over-all

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Number of employees necessary to handle correspondence in the Identification

Division. *What is this same man's position by Tracy & Quinn Tamm of responsibility?*

I will approve but I want no reclassification salaries & jobs increased to it until after it works & has actually reduced overall overhead

105
1946
JUL 1 - 1946

MEMORANDUM FOR THE DIRECTOR

June 25, 1946

The Conference was unanimously of the opinion this Correspondence Section should be established, with the exception of Mr. Clegg who feels that while the Correspondence Section should be established it should be supervised by a clerical supervisor rather than an Agent.

If you approve the majority opinion, appropriate instructions will be issued for the establishment of the Correspondence Section in the Identification Division.

Respectfully,
For the Conference

✓
Clyde Tolson

E. A. Tamm
E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/90 BY SP-5CJ/OTF

The Executive Conference of June 19, 1946, consisting of Messrs. E. A. Tamm, Nichols, Rosen, Hendon, Quinn Tamm, Hince, Ladd and Glavin considered having Assistant Agents in Charge attending regular In-Service School since no special school has been set up for Assistant Special Agents in Charge during the present year. The Conference recommends that any Assistant Special Agents in Charge who have not yet been trained as Qualified Firearms Instructors or as Inspectors' Aides secure such training while attending In-Service School. For the Director's information, there are six Assistant Special Agents in Charge who have not had either Inspectors' Aide or Firearms Training. There are two who have not had Administrative Firearms Training only.

Should the Director approve the Conferences' suggestion, appropriate arrangements will be made to call in the Assistant Special Agents in Charge to In-Service School in the same manner as Special Agents are designated to attend such schools.

Respectfully submitted,
FOR THE CONFERENCE

CC: Mr. Hendon
Mr. Clegg

Clyde Tolson

E. A. Tamm
RECORDED & INDEXED

66-2554-5101
F B I
39 JUN 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

1 - 1946
WRG/dmb

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C/MP

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Harbo, Rosen, Quinn Tamm and Glavin considered paying to the Western Union Telegraph Office, the Radio Corporation of America and the Press Wireless \$50.00 each month for information secured from those companies.

Mr. Glavin pointed out to the Conference that Mr. Newby of the Field Office advised that throughout the war period, these companies had furnished us information on confidential matters. However, the volume of information we are securing at the present time takes up at least the full time of one employee and it was felt that if payment of \$50.00 a month could be made to these companies toward the reimbursement for this employee, no question would be raised concerning the security of the information in question.

For the Director's information, the information secured is primarily of a diplomatic nature which could not be secured otherwise.

The Conference recommends approval of the request of the Field Office for the payment of \$50.00 monthly to these organizations.

Respectfully submitted,
FOR THE CONFERENCE

CC: MR. Hendon
MR. Clegg

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG/dmb

5 JUL 3 1946

no
THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Harbo, Quinn Tamm and Glavin considered the advisability of closing the Jackson, Mississippi Division and incorporate that Division with the Memphis, Tennessee and New Orleans Division. The Conference was advised that there are 601 cases pending in the Jackson Division as of June 1st, the majority being regular investigative cases, 349 with origin at Jackson and 133 with origin elsewhere. The delinquency is 30.66%. We are paying an annual rental of \$11,032.50 at Jackson. It was further pointed out to the Conference that the major portion of the work of the Jackson Division is handled out of eleven resident agencies.

The Conference feels that the Jackson Office should remain open at this time and further consideration be given to discontinuing the Jackson Division on October 1, 1946.

Respectfully submitted,
FOR THE CONFERENCE

OK
Clyde Tolson *clw*

CC: Mr. Hendon
Mr. Clegg

EX-19

RECORDED
INDEXED
66-2554-5103
F B I
JUN 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG/dmb *amb*

52 JUL 2 1946 *103*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/00 BY SP-5C/bmf

THE DIRECTOR

June 23, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, with Messrs. T. A. Tamm, Glavin, Ladd, Hince, Harbo, Rosen, Nichols and Quinn Tamm present, considered a request submitted by the Identification Division for the purchase of fifteen Electric typewriters.

These are electric typewriters with an attachment for the use of spotted carbon paper, and would be used in the Identification Division in the preparation of criminal records. The Identification Division advises that they have been experimenting with one of these machines since May 24, 1946, and find that it increases the production of the typist, reduces the fatigue of the operator, and further, that it lowers the number of complaints of the typist because of the fact that they do not have to handle the "fitted" carbon which has always been a source of complaint in the Identification Division.

The Identification Division requests fifteen of these typewriters at this time because it takes a slight amount of time to train the operator in the use of the machine. The machine costs approximately \$200. The Conference was unanimously of the opinion that these machines should be purchased after July 1, 1946. If you approve, the appropriate order will be issued to the Chief Clerk's Office.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/18/70 BY SP-5 CBT

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX - 19

RECORDED
&
32 JUN 27 1946

INDEXED

396/105
57 JUL 1 - 1946

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-52

If you approve the recommendation of the majority of the conference, there is attached hereto for signature a letter to Mr. Russo advising him that the office will be continued for the time being.

INDEXED
Clyde Tolson

E. A. Tamm

I agree with master
stamm & Chg g.

66-2554-5105

Quintel go along
with the majority
but I want all
English & Tokyo
officers removed in
60 days. H

lson
A. Tamm
egg
ffey
avin
dd
chols
osen
acy
arson
zan
urnea
ndon
ann
uim
ease
andy

Mr. Hendon

DLL/EAT:LAB

THE DIRECTOR

1946

Mr. D. H. Ladd

65088

SECURITY INDEX CARDS
CANCELLATION

Your attention is directed to some twenty memoranda received from various Field Divisions requesting permission from the Bureau to cancel Security Index Cards. Upon receipt of these memoranda, of which the attached are only a small proportion of the number received each thirty days, the files are reviewed and in the event the Supervisor handling the particular office has no objection to placing the Security Index Card in the investigative file, (canceling the Security Index Card) the field is so advised by letter.

In order to conserve the time of the Supervisors as well as stenographers, it is recommended that the attached letter authorizing the cancellation of Security Index Cards be printed as a form letter. By authorizing this form letter, a typist may be used to incorporate the data, office to which the letter is directed, and the caption of the case.

Attachments

HWS:edm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/80 BY SP-5 GJ/DKF

APPROVED BY EXECUTIVE CONFERENCE WITH
MESSRS. TOLSON, TAMM, GLAVIN, Q. TAMM,
NICHOLS, HENDON, ROSEN AND LADD ATTENDING.
6-10-46 DML

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

EX-15

66-2554-5106
F B I
75 JUN 25 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

675

MR. H. T. HARBO

JUNE 19, 1946

E. W. CONFAD

POLICE RADIOS IN BUREAU CARS
OAK RIDGE, TENNESSEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/10 BY SP-5C/BMF

By letters dated April 25, 1946, and June 3, 1946, the latter of which is attached, the Knoxville Field Office has requested that two-way communication be made available between the Oak Ridge, Tennessee, Resident Agent and the Oak Ridge Police Department.

Knoxville has advised that the installation of an FM transmitter and FM receiver in the car of the Resident Agent would have been desirable in connection with three recent cases where it would have been advantageous to contact the Resident Agent immediately rather than wait until he made his regular contact with the office for messages. The Special Agent in Charge at Knoxville believes that it would be to the advantage of the Bureau to have this radio communication with the Oak Ridge Police Department and so recommended the installation.

The cooperation of the Oak Ridge Police Department is assured in handling the traffic as well as in the installation and maintenance of the FM equipment at no charge.

RECOMMENDATION

It is therefore recommended that one FM two-way mobile unit be purchased for the Knoxville Field Division for installation in the Resident Agency car at Oak Ridge, Tennessee. This equipment will cost approximately \$450.00.

In view of the current economy program, it is further recommended that the Chief Clerk's Office place an order for the equipment after July 1, 1946, on the basis of the specifications which are attached hereto. In the event approval for the purchase is given, an appropriate letter should be directed to Knoxville by the Chief Clerk's Office.

ADDENDUM: On June 20, 1946, the Executive Conference composed of Messrs. Ladd, Q. Tamm, Rosen, Clegg, and Harbo, unanimously of the opinion that the Knoxville Office had furnished insufficient justification for the requested installation.

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RTH RECORDED

EX - 1

55 JUN 28 1946

COPY:FC

SAC, El Paso

June 19, 1946

Director, FBI

OBSOLETE FILES
FOREIGN TRAVEL CONTROL

Reference is made to my memorandum of April 9, 1946, in which you were advised that the Bureau did not approve the destruction of these files at that time.

You now state that obsolete files which you requested permission to destroy have not been indexed and the markings which I referred to in my referenced letter merely indicate the names were checked against your files.

In view of this additional information, I can see no objection to the destruction of the seventeen volumes entitled "Passengers Arriving El Paso, Texas, via American Air Lines, Flight 91, from Mexico" at this time.

HWS:edm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 EIB/MP

APPROVED BY EXECUTIVE CONFERENCE WITH
MESSRS. CLEGG, HARBO, ROSEN, QUINN TAMM AND LADD
APPENDING 6-20-46 DML

COMM. STAMP
COMMUNICATIONS SECTION
JUN 21 1946
ON ORIGINAL

RECORDED

87-XR

166-2554-3108
F B I
55 JUN 28 1946

57 JUL 18 1946

ORIGINAL COPY FILED IN 66-3286-25-204

COPY-FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. F. T. MARBO

DATE: June 13, 1946

FROM : MR. D. J. PAKETT

SUBJECT:

**7 M Radio Equipment*

Reference is made to the memorandum of Mr. Hendon to Mr. Tolson dated June 5, 1946, regarding a suggestion by Special Agent K. L. Gottschall that the Bureau consider the use of airplanes equipped with walkie talkies to communicate with Bureau automobiles and control ground movements of the automobiles.

I have discussed this with Mr. Conrad and though it is quite certain that this approach would be feasible in some instances, we have no information which would permit an opinion as to the distance over which this airplane control would be effective. As a matter of fact, it would unquestionably vary depending upon the terrain and conditions of the particular area as any radio communication would. It would be desirable to know in a general way what could be expected.

Although it is doubtful that the Military Services have used the walkie talkie unit from aircraft, I think it is desirable that the Liaison Unit inquire. If this inquiry is negative, it is believed desirable that Liaison explore the possibilities of obtaining the use of an airplane to make a brief test using a walkie talkie unit from the plane to Bureau cars on the ground.

RECOMMENDATION: That the Liaison Unit inquire of the possible use of walkie talkies from aircraft by the Military Services and if negative that they explore the possibilities of an airplane being made available for a brief test.

Addendum: On June 20, the Executive Conference recommended an inquiry at the military services to ascertain whether they have made any such tests; that no test be made for any special tests.

Essels, Ladd, Tamm, Rosen, Clegg, and Harbo.

DJP:ET

RECORDED
INDEXED

66-2554-5109

61 SEP 18 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/00 BY SP-5 C/DP

pe
THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 27, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 CLOM

The Executive Conference of June 26, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Clegg, McGuire, Hendon, Tracy, Harbo and Glavin considered the delinquency involved in the Identification Division at the present time.

It was pointed out to the Conference that the situation concerning the handling of applicant fingerprint cards is becoming very critical. A daily average of approximately 3,700 such fingerprint cards are submitted through law enforcement agencies of persons fingerprinted under City Ordinances, such as vendors, solicitors, etc., taxicab drivers, applicants for pistol permits, guards, police officers, applicants for employment with municipal agencies, firemen and many others.

It was further pointed out that Mr. Hendon during the past week has noticed numerous communications requesting expeditious reply on fingerprint cards submitted on taxicab drivers from one city which was urgent due to the fact that several cab drivers had been involved in that area in sex cases; another instance involved a veteran who was attempting to get a business license; another pertained to individuals who wanted to obtain gun permits; and there were many others.

The Bureau is the recipient of inquiries from local law enforcement agencies concerning such delays. It is entirely possible that criticism will be leveled at the Bureau as a result of such delays.

The Conference was advised that applicant fingerprint cards are not being handled in the Identification Division as received under our priority setup which makes it necessary to first handle criminal prints. As of June 21, we had a total of 93,372 such applicant prints, not counting several thousand additional ones which were counted in the so-called current delinquency. Those applicant prints in the current delinquency are specials such as Manhattan Project employees. These figures do not include the prints received from the various armed services which amount to an additional 150,000. Many of these prints were received as long as 90 days ago and, of course, the delinquency is constantly being built up.

The Conference was further advised that the Bureau undoubtedly will be subjected to criticism in the very near future by local law enforcement agencies for failure to handle

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

&

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these fingerprint records. The Conference realizes that this condition has been brought about by inadequate personnel, but if such criticism is leveled at the Bureau the public will not be interested in the Bureau of Budget angle insofar as personnel is concerned.

It was felt that every effort should be made to increase the staff of the Identification Section. Mr. Glavin advised the Conference that, as of June 1946, there were 7,000 employees on the active rolls of the Bureau. In addition, we have 446 on S.I.S. assignments, and 468 on voluntary leave without pay status, or a total of 7,914 employees. Mr. Glavin further advised that ceilings have not yet been set for the first quarters of the fiscal year 1947 which ends September 30, 1946. This ceiling will undoubtedly be set at 7,500 employees which will include the employees on S.I.S.

The ceiling figure of 7,500 employees means that we must reach the ceiling of 7,500 employees no later than September 30, 1946. It does not mean that we must start the quarter out with 7,500 employees. It means that we cannot exceed 7,500 employees at the close of the first quarter.

For the Director's further information, during the month of May we had 241 resignations at the Seat of Government; for April we had 235; and for March we had 206.

During the month of June, from the 1st to the 21st, inclusive, we have had only 70 resignations, while returns from military leave and from sick leave numbered 59.

The month of June is a very bad month to make any comparisons on the turnover of personnel since it is to the distinct advantage of all employees to continue on active duty until after July 1 at which time they receive the 11% increase in salary.

Mr. Glavin further advised the Conference that he felt there would probably be a reduction in personnel due to resignations during the months of July, August and September, and in view of this fact it was felt that an additional 200 typists could be secured immediately for the Identification Division so that the very unsatisfactory delinquency presently existing in this Section could be cleared up. The Bureau could then carefully control employment so that the ceiling would not be exceeded at the end of the first quarter. It is felt this could be done immediately. It is felt that net resignations will average 200 monthly.

The Conference therefor recommends that 200 typists
be recruited for service immediately.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Glegg

WRG:jm.

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #241

EMPLOYEE: HOWARD P. SELLERS
SPECIAL EMPLOYEE - WFO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/40 BY SP-5ci bmf

MEMBERS PRESENT: R. C. Hendon E. E. Conroy
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That special employees' credentials be redesigned into a double-page card with the letters "F.B.I." superimposed in a contrasting color with wording similar to the present Special Agents' credentials.

ADVANTAGES:

1. It is stated that employees in other Government Agencies contacted by the special employees of the Bureau would better recognize the authority if the credential was redesigned as suggested.

2. It is not clear from the present credential as to just what a special employee's authority is.

3. With use of present credentials it is sometimes necessary for the special employee to verbally advise as to the nature of his employment.

DISADVANTAGES:

1. The present credential fully serves the purpose.

2. There is no need for the special employee's credential to be similar to the Special Agent's credential although this might be liked by special employees.

3. The expense and work required to redesign the credentials would be considerable.

RECOMMENDATION: Unanimously opposed.

RCH:PJ:pf

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

&

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Unanimously opposed by the Executives Conference on July 1, 1946,
with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy
and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

52 JUL 10 1946

WGC - Mr. Clegg

THE DIRECTOR

6/21/46

THE JOINT COMMITTEE

SUGGESTION #221-B

EMPLOYED: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CIB/HF

MEMBERS PRESENT

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Handling of mail in field
That at the time a file containing less than 40 pages is closed the Acco fastener be removed and the serials with the file folder and back stapled together.

ADVANTAGES:

1. Many of the small files take up less space than the Acco fasteners themselves, and this practice would save a great deal of space.
2. When such a case were reopened, the staples could be pulled and Acco fastener reinserted for convenience while the matter was pending.
3. The removal of serials from the file does not appreciably diminish the size of the small file due to the fact that the Acco is difficult to press down compactly as it was originally.

DISADVANTAGES:

1. It would add another administrative step in the handling of the Bureau's filing system.
2. There would be all sorts of arguments and disputes about the number of pages in a file, and some employees would spend time counting pages.
3. The proposed system would render very difficult the charging out of any serials from the files so stapled since the file would have to be torn completely apart.

RECOMMENDATION:

Unanimously opposed.

RCB:RS:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 26, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, McGuire, Clegg, Ladd and Rosen in attendance.

RECORDED
&
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Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

Mr. Clegg

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #238

EMPLOYEE: *W* NORMAN E. ~~COWLES~~

SPECIAL AGENT, DETROIT FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/BHF

EMPLOYEE SUGGESTS: That ~~disposition~~ sheets upon which field offices request the disposition on arrests from local law enforcement agencies be forwarded direct by the agencies concerned to the Bureau rather than to the field office as at present.

ADVANTAGES:

1. The disposition would be added to the criminal records in the Identification Division without clearance through the field office, eliminating one step.
2. Dispositions on past arrests would be more expeditiously furnished to the Identification Division for subsequent disposal.

DISADVANTAGES:

1. Under the present practice the disposition on each arrest is immediately made available to the field office which at the time has the primary interest therein.
2. Under the proposal it would be necessary for the Bureau to furnish the disposition after its receipt from the local officer back to the field office which would be an additional burden upon the Identification Division.
3. There would be correspondence between the field office and the Identification Division in the event of a delay in receiving the disposition.
4. Under the present system the field office can follow up the local agencies to insure the receipt of the disposition while under the proposal there would be no follow up since the Bureau would not have knowledge as to what disposition had been requested and the field office would have no knowledge as to what disposition had been submitted to the Bureau in accordance with its request.
5. In some instances dispositions are secured by field offices during the course of investigations without any correspondence being necessary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECOMMENDATION:

705 Unanimously opposed.

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W 1946

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&
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EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 1, 1946,
with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy
and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

June 26, 1946

THE EXECUTIVE CONFERENCE

LABORATORY REPORTS TO POLICE AGENCIES—
CARBON COPIES TO FIELD OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/10 BY SP-5 CIL/MTF

Based on the suggestion of the Miami Field Office, the Bureau recently adopted the policy and notified the field that in the future copies of Laboratory reports in police cases will not be forwarded to the field office covering the police agency. This policy was adopted with a view to reducing clerical work both at the Seat of Government and in the field offices.

The Bureau has received a letter dated June 18 from the New Haven Office wherein SAC Gleason states he would like very much to continue to receive the copies of such reports because he has found them helpful in the following respects:

- 1 - They enable him to follow closely the departments that are using the Laboratory and permit him to stimulate interest in other sections where the Laboratory's facilities are not used.
- 2 - If the report reflects that evidence was not handled correctly by the police department to insure the maximum benefit from a Laboratory examination, Gleason, in the past, has had an Agent contact the department with a view to assisting them in improving their handling of evidence.
- 3 - He has used the reports which reflect identifications as a basis for contacting the police department to ascertain the final disposition of the case. This information coupled with the Laboratory report furnishes him a source of local color in speech material and also in newspaper articles.

A similar letter was received last month from the Boston office.

At the Executive Conference meeting on June 26 Messrs. E. A. Tamm, Clegg, and Tracy were opposed to any reconsideration of the problem at this time. Messrs. Tolson, Hendon, McGuire, Ladd, Rosen, Glavin, and Harbo favor sending a communication to 8 field offices for the purpose of obtaining their views in this matter.

If the Director approves the majority recommendation, the attached letter to the Atlanta, Butte, Cincinnati, Denver, Kansas City, Los Angeles, Philadelphia and San Francisco offices has been prepared for approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUL 11 1946

EX - 50

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #2028

EMPLOYEE: MRS. HELEN W. CONROY
REMARK FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/80 BY SP-5 CIB

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
D. Scheidt

EMPLOYEE SUGGESTS: That chargeout slips be required even though files are withdrawn for the use of SAC's or other supervisor employees on tickler or for examining incoming mail.

ADVANTAGES:

1. The specific name of the employee to whom all files are charged for any purpose would be reflected from the chargeout slips present in the office.
2. This would enable the employee to more readily secure files when needed.

DISADVANTAGES:

1. This would involve a greater amount of clerical work in view of the large volume of files pulled.
2. There is no necessity for using chargeouts in such instances inasmuch as the absence of chargeout slips is indicative of the fact that the file has been routed to the supervisor and the classification of the case indicated which supervisor.

RECOMMENDATION: Unanimously opposed.

RCM/2

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&
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EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

JUL 8 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #202A

EMPLOYEE: MRS. HELEN H. MONETTI
NEWARK FIELD OFFICE

MEMBERS PRESENT:

E. T. Harbo E. L. Conroy
E. C. Hendon E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/70 BY SP-5C/BMT

EMPLOYEE SUGGESTS: That the numbering and records system required on the transmittal of teletypes on the direct line circuit be discontinued.

ADVANTAGES:

1. The acknowledgement of the receipt of the teletype should be sufficient and it would not appear necessary for the message to bear an identification number.
2. Clerical time required in the maintenance of this system would be eliminated.

DISADVANTAGES:

1. The direct line teletype circuit is utilized between offices connected thereon for the transmittal through the Bureau of messages to other offices. For example, if Newark desires to send a message to Los Angeles, it is transmitted to the Bureau on the direct line teletype circuit. The Bureau releases the message on teletype to Chicago. When Chicago gets the message it is switched on the teletype to Los Angeles. Los Angeles is then required to acknowledge the message referring to its identification number which is released back through Chicago to the Bureau and in turn over the direct line teletype to the Newark Office. Until Newark received this final acknowledgement it cannot be insured of the receipt of the message by Los Angeles. In the teletype circuit garbles sometimes occur. The only way to identify the message to have clarification is by the number assigned to it when transmitted from Newark.

RECOMMENDATION: Unanimously opposed.

RECORDED

INDEXED

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 13 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #146

EMPLOYEE: SA CHARLES J. HARKINS
BUFFALO FIELD DIVISION

MEMBERS PRESENT: That the baseball type ~~tear gas~~ grenade developed by the Army be furnished to the Bureau.

ADVANTAGES:

1. The grenade can be thrown a greater distance than the can type presently available.
2. The baseball type can be thrown with greater accuracy.

DISADVANTAGES:

1. The baseball type grenade does not carry the volume of tear gas which the can type carries and is insufficient for coverage in large rooms.
2. The present type of grenade possessed by the Bureau serves its purpose.
3. An adequate supply of the can type grenade is presently on hand to cover a long period.
4. The Bureau's firearms experts have given careful attention to the matter of the type of grenade and concluded at the present time that the type now being used is more suitable for the Bureau's purpose.

RECOMMENDATION: Unanimously opposed.

ROH:mlg

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance. It was further pointed out that the baseball type tear gas grenade is inflammable and therefore at present not satisfactory for Bureau use.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

9 - 1946

THE DIRECTOR

June 21, 1946

THE JOINT COMMITTEE

he
SUGGESTION #197

EMPLOYEE: VICTOR H. HARTZELL
ATLANTA DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJP/HP

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

K farms
EMPLOYEE SUGGESTS: That a new ~~case form~~ covering National Motor Vehicle Theft Act violations be added and that the form be submitted by the Agent receiving a complaint with sufficient copies so that two copies may be immediately dispatched to auxiliary offices in order to permit such offices to institute investigation.

ADVANTAGES:

1. This would eliminate routine letters and teletypes for the purpose of instituting investigative activities in an auxiliary office where the car was recovered or where it was stolen.
2. At the present there is sometimes a delay in transmitting this information to an auxiliary office since a report is not submitted until after the office of origin has completed the investigative activity then pending in its territory.

DISADVANTAGES:

1. There is no more reason to institute such a system in connection with the National Motor Vehicle Theft Act than there is to use it in any other type of violation handled by the Bureau.
2. Where the facts of the case warrant under the present program, prompt notification is made to auxiliary offices.

RECOMMENDATION: Unanimously opposed.

RECORDED

ROH/mcl

EX - 59

INDEXED

166-2554-5118

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs.

Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

[Signature]
Clyde Tolson

[Signature]
E. A. Tamm

JUL 1 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #195

EMPLOYEE: SA HENRY A. OSHCART, JR.
HOUSTON FIELD OFFICE

RE RECD PEOPLE:

F. T. Harbo
E. C. Hendon

E. H. Conroy
E. Scholte

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C. B. M. F.

EMPLOYEE SUGGESTS: That during those quarters when an Agent has received technical training at In-Service School, he not be required to take the training in the field.

ADVANTAGES:

1. It would conserve Agent's time.
2. Having received the training during the course of the quarter at Washington, it would not appear necessary to receive additional training in the field during the same period.

DISADVANTAGES:

1. Dependent upon attending In-Service School and the placement of the dates when the training was held in the field, as much as six months might elapse between the time when the Agent might receive technical training.
2. An Agent returning from In-Service can be of assistance to the small group of Agents receiving the technical training to which he is attached since he will have more up-to-date knowledge and possibly some new techniques.
3. Additional training will be of value to him and the opportunity to further progress will add to his knowledge.
4. The saving of time contemplated by the suggestion is not great and is at the sacrifice of good training.

RECOMMENDATION: Unanimously opposed.

RCN/SL

EX-18

RECORDED
& INDEXED

66-2554 5/19/91

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #239

EMPLOYEE: GRANT STETTER
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/BH

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the attached form be adopted upon which field offices would advise the Bureau as to interim status of investigations.

ADVANTAGES: 1. Without the submission of interim or status reports some information would be available in the files at the Seat of Government as to the present status of the case.

2. No abstracts or copies would be required with the result that the information would be available with the least amount of file work at the Seat of Government.

3. It would eliminate correspondence from the Bureau to the field office inquiring concerning the status of cases.

DISADVANTAGES: 1. The purpose of eliminating interim or status reports was to relieve the Records Section at the Seat of Government of unnecessary work and the suggestion would require another filing process.

2. It is the exceptional case in which such information would be of interest or value to supervisory employees at the Seat of Government and the extra work is not warranted by the results.

3. The proposal calls for still another form letter.

RECOMMENDATION: Unanimously opposed.

RCH: PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 1, 1946, with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

June 26, 1946

Case No.

Employee: Grant Stettin
General Investigative Division

MEMORANDUM FOR THE DIRECTOR

Conference Present: Messrs. Tolson, E. A. Tamm, Glavin, Tracy,
Harbo, Hendon, McGuire, Clegg, Ladd and Nease.

Employee suggests: The FBI contact officials and other Federal
Investigative agencies in an effort to secure
their cooperation in a drive to force the un-
cooperative Federal agencies, such as, Social
Security Board, U. S. Employment Service and
the Census Bureau, to open their files to
Federal investigators in connection with
official investigations.

Recommendation: Unfavorable. It would be highly undesirable
to seek the assistance of other Federal
agencies in demanding access to the records
of such Federal agencies as the Social Security
Board, the U. S. Employment Service, Census
Bureau and any other agency which refuses to
permit access to its records. The problem is
one with which the Bureau is confronted and
steps are under way to obtain assistance from
these agencies on the basis of the FBI's
position, and it was not felt that other
agencies should be asked to join with us in
such a program as was suggested.

Employee advised by letter.

Respectfully,

For the Conference

Clyde Tolson RECORDED

E. A. Tamm

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EX - 59

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/21/90 BY SP-5 EIB/PP

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

38 JUL 11 1946

THE DIRECTOR

6/25/46

THE JOINT COMMITTEE

SUGGESTION #1740

EMPLOYEE: SA WAYNE H. POSE
FORELAND FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5CIP/MS

16
MEMBERS PRESENT:

R. T. Harbo
H. C. Hendon

E. E. Conroy
L. Scheidt

*Efficiency Report

EMPLOYEE SUGGESTS: That stenographers not rate Agents on their dictating ability.

ADVANTAGES:

1. Such a rating is contrary to the usual personnel practice since in effect a subordinate employee is making the rating.
2. In some instances the rating may be colored by the likes or dislikes of the stenographer and not be solely based upon the ability of the Agent.
3. It may be felt by some Agents that they have been rated down by stenographers who themselves are not capable of taking rapid dictation. Thus the low rating of the Agent may be due to his inability to dictate but due to the inadequacy of the stenographer.
4. The employee points out that such ratings are not good for office morale.

DISADVANTAGES:

1. An Agent's dictating ability is definitely a factor to be considered in his efficiency.
2. The best source from which to obtain the ability of an Agent to dictate is from the stenographers taking his dictation.
3. It is believed the ratings obtained from stenographers are, for the most part, accurate particularly those showing high efficiency and those showing low efficiency in dictating ability. Thus, from the ratings it can be determined those Agents who are particularly capable and those who need corrective attention and instruction.
4. Agents who receive low ratings have their attention focused upon their weakness and are prodded into making improvement.
5. While it is possible for personal prejudice to color a rating from time to time this is likely a human fallacy which is no more existent in this particular rating than might be expected in any other type of rating submitted by any employee and any individual prejudices manifested by one employee may be overcome by the opinion of the stenographers as a whole and the results are based upon the composite.

RECORDED
&
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66-2554-5122

JUL 2 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: [unclear]
[unclear]
[unclear]

6. Experience has shown that the ratings are of value and that objections thereto ordinarily come from those rated in the very lowest bracket.
7. A good dictator should dictate at the maximum speed at which the stenographer to whom he is dictating can take shorthand and the fact that he dictates more rapidly than the stenographer can take it should be rated against him.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

June 6, 1946

THE EXECUTIVES' CONFERENCE

GRADUATION, NATIONAL ACADEMY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5CJ/bmf

The Executives' Conference, Messrs. Tolson, E. A. Tamm, C. Tamm, Hendon, Nichols, Harbo, Ladd, Rosen and Hince being present, on June 5, 1946, makes the following recommendations with respect to the graduation exercises for the Thirty-Second Session of the FBI National Academy which will be held in the Departmental Auditorium beginning at 10:30 AM on June 28, 1946:

ESCORTS

For Senator Bridges --- Mr. Ladd

For Cardinal Spellman --- Mr. Robert Cartwright (who is personally acquainted with Cardinal Spellman)

For Father Lloyd --- Special Agent Jack Lentz of Baltimore Office (who will drive Father Lloyd from Manassas-CR-Severn and return)

DISTINGUISHED GUESTS

No names have been suggested as to distinguished guests who might be seated on the platform and none are recommended.

DEPARTMENTAL OFFICIALS

It is recommended that the following departmental officials and judges who were invited to the last graduation exercises be again invited informally by telephone:

RECORDED & INDEXED

1. Mr. Gus Vanech
2. Mr. Daniel Lyons
3. Mr. Lamar Caudle
4. Judge Gates
5. Judge Alexander Holtzoff EX-50

61 JUL 3 1946

NEARBY GRADUATES

INITIALS ON ORIGINAL - 3

It was recommended that the SAC's of the Richmond, Baltimore and Washington Field Offices be instructed to informally invite Academy graduates in Virginia, Maryland, and the District of Columbia to attend the exercises, both to afford these accessible graduates the opportunity of attending and to increase the proportion of the audience from outside the Bureau.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: Mr. Clegg
Mr. Hendon

LAH/wl we

ORIGINAL COPY FILED IN 1-4-1111

AUDIENCE

It was recommended that the usual arrangements be effected to permit the attendance of a proportionate number of clerical employees from each of the Divisions at the Seat of Government with preference to be given to veterans returning to the Bureau and others who have not had an occasion previously or recently to attend such exercises.

It was recommended that the two New Agents' Classes, having a total of forty-fivemembers, be instructed to attend as ushers.

The Conference was informed that the number of guests of the graduates and other outside visitors has constantly increased to the point where at the last graduation there were between 350 and 400 guests from outside the Bureau. It was recommended that steps be taken by Mr. Nichols to arrange a press release early on graduation week so that the presence of Cardinal Spellman might attract additional guests.

It was recommended that a memorandum be issued to all employees informing them of the identity of the speakers and inviting them to have members of their families and relatives attend the exercises.

RECORDING OF EXERCISES

It was recommended that steno-typists be available at the exercises to record those portions of the program which are not available in writing in advance.

PRESS

It was recommended that Mr. Nichols' Division handle the press in accordance with the usual practice.

FLOWER ARRANGEMENTS

It was recommended that Mr. Glavin make usual arrangements for ferns.

PRESENTATION OF DIPLOMAS

The question as to the presentation of diplomas was considered and Mr. Tolson is to take action on this question with respect to the matter of who should present the diplomas.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

THE DIRECTOR

July 2, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/18/90 BY SP-SCI/DP

lc
The Executive Conference of July 1, 1946, consisting of Messrs. E. A. Tamm, Harbo, Clegg, Ladd, Rosen, Tracy, Hendon, Nichols, and Glavin considered the suggestion of Horton's Department Store located on 7th Street, Northwest, to put on a fashion show in furs for Bureau employees.

The Conference was advised that Mr. O'Connor, Personnel Officer in the Identification Division, was opposed to putting on such a fashion show as was Mr. Tracy, since in so doing, it would appear that the Bureau approved the purchase of furs from Horton's and further, we would be put in a position of guaranteeing such furs.

For the Director's information, Horton's is one of the Credit Houses on 7th Street. The Conference was in the entire agreement that no action be taken on this invitation by Horton's and that the fashion show in furs be not approved.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

WRG/dmb dmb

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

&
INDEXED 341

EX - 59

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JUL 3 - 1946

THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #248

EMPLOYEE: JOHN S. TOLIVER

CHIEF RADIO OPERATOR - HONOLULU FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/90 BY SP-5 CJP/PH

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the use of the letters "SSS", "SS" and "S" be eliminated on radio messages over the Insular network and instead the words "Urgent", "Routine" and "Deferred" be utilized.

Under the present practice all messages being sent over the radio network are marked as to their priority in the following order: Urgent, Routine and Deffered. This is necessary particularly on messages being sent from and received at the Seat of Government where due to the volume the priorities are helpful in scheduling the traffic. The designations are likewise helpful in setting up a priority as to decoding. The use of the SSS is merely a code representing the priority. For example SSS is sent over the radio circuit rather than the word "Urgent" and when decoded "Urgent" should be typed on the incoming message. It would appear from the suggestion that the employee does not recognize that the terms he seeks to eliminate are merely code terms for the words he desires to use.

RECOMMENDATION: It is recommended that the attached letter of clarification be sent to the Honolulu Office.

RCH:PJ 8/8

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 2, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin, Harbo and Ladd in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

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EX-15

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Mr. Clegg

JUL 2 - 1946

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 2, 1946,
with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin,
Harbo and Ladd in attendance.

Respectfully,
For the Conference

OK
Clyde Tolson

Cpt
E. A. Tamm

THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #246

EMPLOYEE: MRS. VIVIAN S. KENNON
CHIEF CLERK, MEMPHIS FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

** [Signature]*

EMPLOYEE SUGGESTS:

That the field office routing slip Form FD-4 be changed to include the following notations:

ROUTE ASSIGNMENT CARD
TO _____, CASE
REASSIGNED TO HIM.

GET ASSIGNMENT CARD FROM
_____, CASE
REASSIGNED TO YOU

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/bmf

ADVANTAGES:

1. It is cited that this would facilitate the reassignment of cases in the Chief Clerk's Office.

DISADVANTAGES:

1. This would short-circuit the Chief Clerk's Office and make contacts between Agents necessary when a case was reassigned which is an undesirable practice and one which would be unworkable in larger offices.
2. The present routing slip can be utilized where necessary to handle the same matter in a more practical manner.
3. The Chief Clerk's Office would have no assurance that the Agent from whom the case was reassigned complied with the instruction and consequently would have no assurance that the Agent receiving the case was notified of his assignment.
4. There would be such an infrequent use of such notations that it would not justify its inclusion in routing slips.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: Unanimously opposed.

RECORDED
&

INDEXED

66-2554-5126

327
EX-59

9

COPY:TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT: **Hours of duty*

DATE: June 17, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY sp-5c/atp

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised as a result of a suggestion made that the Bureau go back to the six day, 48-hour week, that if ever such a policy was adopted, the additional salary costs for the present Bureau on a 48-hour week would be \$5,109,385. It was pointed out to the Conference that the present appropriation could not absorb this additional cost and it would be necessary that additional appropriations be secured.

The Conference is opposed to any further consideration of the six day, 48-hour week at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

Director's notation: "OK H."

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED

INDEXED

EX-59

166-2554-3127
F B I
JUL 8 1946

INITIALS ON ORIGINAL

57 JUL 16 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #245

EMPLOYEE: JANET SALZMAN
STENOGRAPHER, MEMPHIS FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5CJ/ANP

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That ~~numerals~~ in ~~teletypes~~ and ~~telegrams~~ be uniformly
written out. For example, for the figure 38 the
words THIRTYEIGHT and not THREE EIGHT should be used.

ADVANTAGE:

1. It would avoid any confusion and achieve uniformity.

DISADVANTAGE:

1. The suggestion is in accordance with the ordinary practice at the present time.
2. It isn't felt that there is any need for special instructions to the field on this suggestion.

RECOMMENDATION: Unanimously opposed.

REN: PJPY

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 2, 1946,
with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin,
Harbo and Ladd in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

52 JUL 9 1946

EX - 41

July 1, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #244

EMPLOYEE: JANET SALZMAN
STENOGRAPHER, MEMPHIS FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C/BH

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conory
E. Scheidt

EMPLOYEE SUGGESTS:

That the current office of origin be designated on the front of each file folder.

ADVANTAGES:

1. It would be readily apparent to stenographers in preparing communications to the office of origin as to what office that was without searching the file.

DISADVANTAGE:

1. It would be merely another administrative requirement which would not be justified.
2. The office of origin in the average case is readily ascertainable from the serials in the file itself.
3. There would always be a doubt as to whether the notation on the file folder was correct which would mean that the next step would be taken in each instance anyway of checking the file itself.
4. This suggestion is the opposite of streamlining.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 2, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin, Harbo and Ladd in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED
Respectfully,
For the Conference

EX-18

Clyde Tolson

E. A. Tamm

JUL 10 1946
JUL 10 1946

SAC, HONOLULU

June 13, 1946

DIRECTOR, FBI

Executive Conference

Reference is made to your letter dated April 22, 1946, transmitting a suggestion by Principal Stenographer Anne P. Lefholz that the Bureau rules be modified so as to eliminate a provision for daily reports by principal stenographers. The Bureau feels that all stenographic employees should prepare daily reports for the information of the Special Agent in Charge in supervising stenographic work and in order to give a complete picture of the pending work in the office.

It is believed that this purpose can be served by having the principal stenographer list in summary fashion the dictation received from the SAC showing the volume untranscribed at the end of the day and the amount of time devoted to other duties. Of course, it is not necessary to list dictation received and transcribed the same day except to include this in the figure of the total pages transcribed during the day.

RTH:ER

Communications Section

June 13, 1946

RECORDED
&
INDEXED

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166-2554-5130
F B I

EA 256/12/46

61 JUL 3 1946

Apprvd by Exec Com. Messrs. Tolson,
E.A. Tamm, Q. Tamm, Hendon, Hince,
Ladd, Lee, Rosen, Harbo.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5 a/b/r

INITIALS ON ORIGINAL

52 JUL 15 1946

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COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 13, 1946

FROM : H. H. CLEGG

SUBJECT: CHARLES F. MIDDLETON
FBI NATIONAL ACADEMY GRADUATE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/BHT

By letter of May 3, 1946, the above graduate of the Academy wrote to the Bureau stating that he had just found out why his name had been removed from the directory of graduates and requested the Bureau to restore him to the status of a graduate in good standing. He submitted letters from seven city officials at Vicksburg, Mississippi, where he was formerly employed in the police department, and all of these letters vouched for Middleton's honesty and his ability as a police officer.

The letters also stated that the officials did not believe that Middleton was responsible for the \$300 shortage in funds, which had been found when an audit was made of the fine books of the Vicksburg, Mississippi, Police Department. However, Middleton did resign from the department at the time the shortage was found, and for this reason the Bureau assumed that he was guilty of having taken the money and had his name removed from the directory.

By letter of May 21, 1946, to the Jackson Office, it was requested that discreet inquiry be made of the police officials who submitted the letters on Middleton's behalf to ascertain from them just what their real opinions in this matter were. Each of the officials was contacted by a Special Agent of the Jackson Office, P. S. Bailey, Jr. and all stated that they had no actual knowledge that Middleton had or had not taken the money. They all felt that he was a fine police officer and that the reason for the shortage was the slipshod manner in which the fine books were kept. The present chief of police believes that the shortage was a result of poor bookkeeping. The former mayor said that it was Middleton's responsibility to look after the books of the office and that he feels that Middleton may have taken a part of the funds that were found short. The former mayor stated, however, that he had a great deal of respect for Middleton and had offered him a job when he resigned from the police department.

F. D. Sheffield, an alderman who is also a graduate of the Academy and a former Special Agent of the Bureau, said there was a great deal of jealousy going on in the police department among the officers at the time of the shortage of the \$300. Sheffield stated that about five or six officers pretended to keep the books, and as a result of this very inefficient manner in which the books were kept it was never determined who was responsible for the shortage. Sheffield stated that he did not know whether Middleton took any of the money or all of it; that he had no information that he did take it and that no proceedings were taken against Middleton or anyone else concerning the shortage. Sheffield stated that he would like to see Middleton reinstated as a graduate in good standing. As stated above, all others contacted recommended Middleton favorably.

Recommendation: It is recommended that Middleton be restored to the directory of graduates. He is now employed by the East Baton Rouge Parish Sheriff's Office at Baton Rouge, Louisiana. If approved, there is attached hereto a letter to Middleton.

Attachment: Approved by the Executives' Conference on June 13, 1946, those present

52 JUL 23 1946

being Messrs. E. A. Tamm, Nichols, Glavin, Harbo, Q. Tamm, Ladd,
Rosen and Hince.

JSR:djb

LAH/vl

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. TOLSON

DATE: June 17, 1946

FROM: H. H. CLEGG

SUBJECT: CHIEF OF POLICE ARNOLD GRANT PORTERFIELD
BLUEFIELD, WEST VIRGINIA, POLICE DEPARTMENT
APPLICANT FBI NA 33rd SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/16/90 BY SP-5CIB/WH

(Sources of Information: School records, former employers, references, neighbors, and credit and criminal records.)

Applicant was born September 10, 1915, at Bluefield, West Virginia. He graduated from high school in 1933, and attended Concord College at Athens, West Virginia for two years. He was a fireman with the Bluefield Police Department from 1936 to 1940. He served in the William and Mary College for one year. He was employed by the Hercules Powder Company at Radford, Virginia, 1940-1942, and served in the United States Marine Corps from September, 1942, until November, 1945. He has been Chief of Police at Bluefield, West Virginia, since the first of this year.

In his application applicant stated that he was arrested in Amarillo, Texas in 1934 for vagrancy. The Dallas Office could find no record of this arrest although the Identification Division shows the arrest not supported by fingerprints which reflects that applicant was sentenced to ten days in jail as a hobo in Amarillo in 1932. Applicant is the subject of Bureau file 61-8471 under the character of Internal Security-C. It appears that applicant while employed as a fireman for Bluefield got into an argument with several other persons regarding the American flag. Applicant is supposed to have made some derogatory and obscene statements regarding the flag. A patriotic organization in Bluefield learned of these alleged remarks through an agent of the Alcohol Tax Unit who swore out a warrant against applicant and another fireman charging them with disrespect to the flag of the United States. At the trial before the Justice of Peace court the case was thrown out of court for lack of grounds to support the charges.

The investigation disproved any un-American tendencies or activities on applicant's part. Applicant is also alleged to have sent a congratulatory message to Hitler and Stalin congratulating them on their conquests; however this also was proved to be false. The facts of this latter charge will be found in Bureau file 61-7559.

The investigation conducted by the Richmond and Pittsburgh Offices disclosed no other derogatory information. It should be noted that applicant is a veteran of World War 2 and is well regarded in the city of Bluefield.

Recommendation: FAVORABLE. If approved, the attached letter of invitation will be sent.

Attachment

JSR:djb

The Executives Conference on June 20, 1946, those present being Messrs. E.A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, unanimously recommended favorably that the above applicant be considered acceptable.

HHC:ER

ORIGINAL COPY FILED IN 66-2554-5132

DIRECTOR

July 8, 1946

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-SCI/bmf

As a result of the situation involving the criticism of our procedure in the examination of Laboratory specimens on the part of the United States Attorney at San Francisco, the Executives Conference considered the matter on July 3.

The first question raised was as to whether any Laboratory examinations should be made in cases to be handled by the office of the United States Attorney at San Francisco. With the exception of Mr. Glavin, the conference felt that examinations should be made in our cases in the San Francisco territory as in all other field divisions. It was felt that the examinations were an investigative procedure of great assistance not only in the prosecution but in the solution of cases and that we should not deprive our San Francisco Agents of this assistance in the handling of their cases despite any attitude of the United States Attorney. It was felt that to adopt a different policy would be, in effect, cutting off our nose to spite our face, and that in major cases it would certainly be to the Bureau's direct interests and an absolute necessity to call upon the Laboratory for assistance.

RECOMMENDATION:

RECORDED & INDEXED

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22 JUL 11 1946

Mr. Glavin recommends that no examinations be made in our cases to be handled by the United States Attorney's Office at San Francisco because of the criticism of our handling of physical evidence by that office.

Messrs Tolson, Tracy, Harbo, Kern, Hendon, Nichols, Clegg, Ladd and McCabe recommend that since it is to the Bureau's interests we continue to make examinations in all cases handled by the San Francisco Office.

The second issue raised was as to whether prior to submitting physical evidence to the Laboratory which by examination might be destroyed or materially altered, contact or clearance should first be had with the offices of United States Attorneys. It was pointed out that since the United States Attorney has the responsibility for prosecuting a case and must present such physical evidence before the court and jury, he does have some interest in the maintenance of the evidence in a status quo. On the other hand, the majority of the conference was of the belief that Laboratory examinations of all types were primarily investigative procedures and steps to be controlled solely by the policy of the Bureau and were

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

I agree with Glavin's view but for the reason that it is our policy to have all U.S. Att. file with the Lab. This is not a procedure, but this is not a procedure.

any examinations should be made in all cases handled by the San Francisco Office. This is not a procedure, but this is not a procedure.

not the business of the United States Attorney. This is particularly true since in many cases such examinations must be made prior to the time the United States Attorney has any interest whatsoever in the investigation since even the subjects thereof may not be identified without complete Laboratory examinations. In this connection it was realized that in some few cases the Laboratory upon occasions prior to making an examination which might materially alter a piece of evidence will by specific instructions request the field to check with the prosecuting officials. For example, this might be done where it would be necessary to cut out a piece of an extortion note in order to make an ink analysis. The conference here again felt that this was a matter to be decided in a specific case by the Bureau as to whether a check should be made with prosecuting officials and not one to be covered by a general policy requiring such a check beforehand.

RECOMMENDATION:

All members of the conference were unanimous in recommending that no change be made in our present policy as to handling Laboratory examinations. It was recommended that we not institute any general policy requiring a prior check with United States Attorneys in such instances and, as a matter of fact, it was recommended that instructions be issued to the field that such prior clearances are not required.

If the recommendation of the conference is approved, the attached Bulletin should go forward.

For the Conference,

Clyde Tolson

Ept
E. A. Tamm

RCH:DSS

cc Mr. Clegg
Mr. Hendon

THE DIRECTOR

THE EXECUTIVE CONFERENCE

CRIMINAL DIVISION

7/2/45

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5CJ/SJF

The Executive Conference today with Egan, Tolson, E. A. Tamm, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance considered the suggestion that a bulletin be issued to the field explaining the procedure to be followed in connection with incorporating information obtained from the Identification Division in reports.

Frequent misstatements are being made in reports upon receipt of the identification record from the Identification Division in incorporating such information under the caption "Original records" of an individual. The Conference recommended unanimously that the bulletin attached be forwarded to the field. The bulletin states that in view of the fact that fingerprint records furnished to the field by the Identification Division under FBI numbers contain notations of the applicant fingerprints and other non-original fingerprints, it is desired that these records no longer be referred to as original records. The bulletin also explains the procedure to be followed in connection with the phraseology to be used in incorporating original data and information contained in the identification record in reports.

Respectfully,
for the Conference

Clyde Tolson

E. A. Tamm

attachment

cc - Mr. Hendon
Mr. Clegg

AR:ST

RECORDED
&
INDEXED

EX-69

66-2554-5130

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WV
JUL 13 1945

THE DIRECTOR

THE EXECUTIVE CONFERENCE

7/3/46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/OMF

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Nichols, Harbo, Ladd, Rosen, Hendon and Tracy on July 2, 1946, considered a suggestion from Willis Bellnap, National Academy graduate, 32nd session, from Fort Dodge, Iowa. Mr. Bellnap suggested that the Bureau prepare a "Uniform National Qualifying Examination for Finger Print Experts".

The Conference was unanimously opposed to the suggestion and desires to point out that such an examination would be more dangerous than valuable. It is possible for persons to pass an examination and yet be totally lacking in experience as a fingerprint expert. It would further be possible for persons of limited experience to pass an examination and not be fully qualified as an expert. The Conference also desires to point out the many practical obstacles in attempting to have an examination of this type adopted on a nationwide basis considering the various state laws and the obstacle in getting such items passed as a matter of legislation. Further, the Bureau has traditionally avoided matters requiring legislative action.

If you approve there is attached a letter to Mr. Bellnap thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

JUL 13 1946

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&
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EX-15

57 JUL 12 1946

THE DIRECTOR

7/9/46

THE EXECUTIVES CONFERENCE

~~XTYPING POOL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CIB/RF

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Tracy, Harbo, Nichols, Rosen and Clegg, considered the suggestion of Supervisor James A. Carlson that in view of the shortage of stenographic employees at the Seat of Government the supervisors be called upon to use dictaphones for routine dictation and the records be sent to a central typing pool which should be established which will serve all divisions of the Bureau, thus permitting the stenographers to handle expedite matters and those requiring particular knowledge and special dictation.

The Conference unanimously disapproved the suggestion. In the first place it is felt that clerical employees would be less content with being assigned to a pool than being assigned to a division. There would be greater efficiency in maintaining the present situation whereby the typists are assigned to each division since they would be more familiar with the work, the various forms used and the necessary procedures. It would also be extremely difficult to establish a proper priority on the transcribing of such material since each division could establish its own priority but it would be impossible for the typing pool to determine which of the communications of first priority of each division should be given preference over others. This at present can be handled more satisfactorily without the establishment of a typing pool.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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&
INDEXED
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Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Hottel _____
Quinn Tamm _____
Nease _____
Belmont _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

HHC: PJP
JUL 13 1946

EX - 59

THE DIRECTOR

7/9/46

THE EXECUTIVES CONFERENCE

SHORTHAND & TYPING CLASSES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/50 BY SP-5CJ/bmf

The Executives Conference on July 3, 1946, those present being Messrs. Tolson, Nichols, Harbo, Glavin, Hendon, Ladd, Tracy and Clegg, considered the matter of shorthand and typing classes in the Bureau and recommended as follows:

1. That the Bureau should continue to operate stenographic and typing classes due to the scarcity of qualified material for appointment and due to the effect on morale of training employees for promotion to higher grade positions.

Unanimously approved.

2. For stenographic classes it was recommended that priority be given when holding such classes to the following types of employees in the order named:

- (a) Those who can pass a 90 word test.
- (b) Those who can pass a 60 word test.
- (c) Those who can not pass a 60 word test but who have completed study of the shorthand manual.

This recommendation is made in view of the fact that it takes approximately one full year to train a stenographer who has had no previous training as stenographer and the lapse of time results in many withdrawing from the class.

Unanimously approved.

3. Typing classes for Identification Division.

It was believed that continuous classes should be started at an early date for the benefit of those who are not qualified typists and who are assigned to typing duties and for those who desire to become qualified typists in order to increase the ability of available personnel in the Division and also for the purpose of creating additional abilities and skills on the part of those who are employed in the Division but do not yet have typing assignments.

Unanimously approved.

4. That stenographic examinations be given to those who take the stenographic courses of training only after such employees have passed the stenographic test given by the instructors of the Training & Inspection Division and the Chief Clerk's Office has been advised that the employee has made a passing grade on the 120 word test.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

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&
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66-2554-25/37

This recommendation is made in view of the fact that some employees who have not finished the course and who in the opinion of the instructor is not yet qualified are permitted from time to time to take the tests and make passing grades and subsequent criticisms are made as to the ability of such employees on a good many occasions.

Unanimously approved.

5. Time of classes.

The stenographic classes now being given one at the Armory and one at the Justice Building each day for 1½ hours each are being given 45 minutes on the employees' time and 45 minutes on the Bureau's time because both the Bureau and the employee have a mutual interest in improving the stenographic skill of the employee.

Due to the fact that stenographic employees are needed at this time and whenever the Chief Clerk's Office advises that stenographic employees are in demand Mr. Tracy and Mr. Clegg were of the opinion that the courses should be given on the Bureau's time since they were primarily for the Bureau's service.

Messrs. Nichols, Harbo, Glavin, Hendon, Ladd, and Tolson recommended that all stenographic courses be given half on the employees' time and half on the Bureau's time for the reason it is believed that some employees would take the course solely to keep out of regular assigned work at the time.

6. Time for typing classes.

Mr. Tracy and Mr. Clegg recommended that since the Bureau needed to improve the skill of typists already assigned to typing duties in the Identification Division that as long as this need existed that the typists be given typing training on official Bureau time, each class to last one hour each day. It was pointed out that if the employees of the Identification Division took classes partly on their own time and partly on Bureau time it would of necessity make the courses voluntary instead of mandatory and all of the employees should be given the training when they are assigned to perform typing duties. If they seek to make up their official working time after hours or before hours it will require the presence of supervisory employees in the Identification Division after regular hours.

Messrs. Nichols, Tolson, Harbo, Glavin, Hendon and Ladd were of the opinion that these courses should be given 50% on the employees' time and 50% on the Bureau's time in order to discourage those who merely want to be on assignment away from their regularly assigned duties each day.

cc - Mr. Hendon
Mr. Clegg

HHG:PJP

Respectfully,
For the Conference.

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

JUNE 7, 1946

THE JOINT COMMITTEE

SUGGESTION #223

EMPLOYEE: MAURICE DOUDGE, SPECIAL AGENT
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C1/bm

MEMBERS PRESENT:

R. C. Hendon
R. T. Harbo

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the firearms training schedule be modified to require that all Agents qualify once a year at Quantico with the rifle, shotgun, machine gun and gas equipment and that field training be limited to monthly qualification on the 25-yard bull's-eye target with the revolver and the practical pistol course and hip shooting.

ADVANTAGES:

At present Agents qualify in all weapons at In-Service and attend regular field firearms training 7 months per year during which they must qualify 4 times over the practical pistol course and with all other weapons twice a year.

1. Savings of Agents' time in elimination of the present training on the rifle, shotgun and machine gun in the field.
2. More frequent practice with the use of the revolver since this is the weapon most frequently used by Agents in carrying out their official duties.
3. Reduction in the amount of practice with the weapons an Agent does not carry, or seldom uses, on official business.
4. Savings in the cost of ammunition and repair to various firearms.

DISADVANTAGES:

1. The proposed schedule would increase the total Agent time devoted to field training under a monthly schedule throughout the entire year.
2. The practical pistol course would be difficult and the value of the training questionable in extreme winter weather in northern offices.
3. Agents would not receive sufficiently frequent experience with the rifle, shotgun and machine gun.
4. Some offices would have difficulty in obtaining the use of a practical pistol course each of the twelve months of a year.
5. The proposed schedule would vastly increase the expense of firearms training inasmuch as it would necessitate calling Agents in for such training more frequently and would greatly increase travel costs, as well as time lost from other duties.

RECOMMENDATION:
RTH:ER

Unanimously unfavorable. Bureau firearms instructors at Quantico likewise recommend unfavorably.

EXECUTIVE CONFERENCE

RECOMMENDATION: On 7/1/46 by Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Clegg, Glavin, Harbo. Unanimously unfavorable.

Tolson
E. A. Tamm
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: Mr. Clegg
Mr. Hendon

JUL 13 1946

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EX-59

THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

SUPERVISORS TRAINING SCHOOL

Those present, July 1, 1946, were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. The Conference considered the suggestion made relative to the Supervisors Training School which is held regularly on the final Wednesday, Thursday, and Friday of each month unless some holiday intervenes. The following recommendations were therefore made unanimously by the Conference:

1. That upon the arrival of each new Supervisor at the Seat of Government the Chief Clerk's Office address a letter to such Supervisor, advising him to appear at the next session of the Supervisors School on the date indicated.

2. That when the Supervisors call at the offices of the Assistants to the Director and the Assistant Directors that instead of their being sent into the office merely to shake hands that they be requested to be seated at which time, for two or three minutes, the Bureau Official will talk to them either about the work or some other pertinent and interesting subject.

If the Director approves, instructions will be issued accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 10/18/90 BY SP-SCI/PM

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EX - 59

CC: Mr. Clegg
Mr. Hendon
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

57 JUL 13 1946

THE DIRECTOR

July 9, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C/BMF

The Executive Conference of July 8, 1946, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Hendon, Harbo, Tracy and Glavin was advised by Mr. Glavin that a recent decision of the Comptroller General, (B-57732), dated June 11, 1946, in connection with the use of Government owned automobiles, states as follows:

"The use of a Government automobile by an employee to drive to his residence when it is in the interest of the Government that he start on official travel by Government automobile from that point, rather than from his place of business, is not to be regarded as prohibited by any of the restrictions in section 202 of the Independent Offices Appropriation Act, 1946, against the use of Government automobiles for the transportation of officers and employees between their domiciles and places of employment -- such use being considered as within the meaning of the term 'official purposes' as used in said act."

The Conference was advised that, at the present time, the Bureau does not permit its agent personnel to take Bureau owned cars to their residences so that the car would be available to start on road trips from the residence rather than from the contract garage. The Conference does not feel that the Bureau should make any change in its present regulations, since the possibility exists that Agents would take cars home before proceeding on road trips, which might result in official automobiles being left on the streets or in private garages during the night hours, subject to theft.

Respectfully submitted,
FOR THE CONFERENCE

CC: Mr. Hendon
Mr. Clegg

Glyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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JUL 13 1946

THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

~~FBI NATIONAL ACADEMY - SPEAKERS~~

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DATE 10/18/90 BY SP-5C/BWP

Those present, July 1, 1946, were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. The Executives Conference unanimously recommended that consideration be given to the following in the order named as to speakers to appear at the next graduating exercises of the FBI National Academy to be held October 4, 1946.

From the Government service: first choice, former Senator Austin recently designated as United Nations representative; second choice, Chief Justice Fred Vinson; third choice, Secretary of the Treasury, John Snyder.

Nongovernment representatives: first choice, Mr. Arthur Hays Sulzberger of the New York Times; second choice, Mr. Charles F. Kettering, Vice President, General Motors; third choice, Mr. George H. Gallup of the Gallup Polls, Institute of Public Opinion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

16-2554-5141
31 JUL 11 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

57 JUL 13 1946

THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY - *gene*

ALL INFORMATION CONTAINED
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DATE 10/18/90 BY SP-5LH/pms

me

Those present were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. Consideration was given to the request of a representative of the Department of Interior that a representative of the Alaska Railroad Police be permitted to attend the FBI National Academy.

Official records disclosed that the Alaska Railroad is owned and operated by the U. S. Government and to this extent they were not merely railroad police but Government employees. The railroad police of the Alaska Railroad have cooperated with the Bureau on past occasions and the relationships are reported as satisfactory. In many instances, the police of the Alaska Railroad are the only enforcement officers at distant points where construction of the railroad and its expansion is being undertaken and all the employees are railroad employees. The railroad policeman, therefore, is, in effect, the law enforcement personnel as far as these men are concerned. The railroad in question is expanding its facilities considerably and a large number of men, it is indicated, are to be employed on these projects.

In view of the fact that the Bureau has accepted representatives of the Public Buildings Administration, the National Forest Service, the National Park Service, and similar Federal agencies, the conference unanimously agreed that a qualified representative from the Alaska Railroad would be acceptable.

106-2554-510/2
RECORDED & INDEXED
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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JUL 13 1946

THE DIRECTOR

7/3/46

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 ei/ATP

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Tracy, Harbo, Nichols, Rosen and Clegg considered the following:

In the handling of Selective Service cases in the San Francisco Office the Agent to whom the case is assigned and who apprehends a Selective Service violator prepares a form known as the Selective Service Apprehension Form. This form is in addition to the regular report. After the form is prepared it is sent by the Agent who apprehended the subject to one or two Agents who are assigned by the San Francisco Office to maintain a constant liaison contact with the U. S. Attorneys, U. S. Commissioners and U. S. Marshals in handling Selective Service Violator Cases. Upon the basis of this form the liaison Agents discuss the case with the U. S. Attorney or his assistant and if prosecution is authorized the same agents file the Commissioner's complaint, handle the Commissioner's hearing and follow the case through to its final determination. The action taken in these prosecutive steps is then added to the form by the liaison Agents and the form is then returned to the Agent to whom the case is assigned to submit the report.

Joint Committee Consideration:

The Joint Committee of Messrs. Clegg, Hendon, Conroy and Scheidt

considered this procedure and unanimously recommended against it. They took into consideration the following:

RECORDED & INDEXED 335 66-2554-5143

Advantages - Agents who have apprehended the Selective Service violators can continue with their regular duties including road trips without being interrupted by conferences with U. S. Attorneys or attendance at the Commissioner's hearing. Agents' time is saved through having one or two Agents handle all of the contacts and proceedings with the U. S. Marshal and Commissioner. No time is lost on the part of many different Agents awaiting appointments with U. S. Attorneys. It develops a sort of streamlined production method of handling cases.

Disadvantages - Such a system leads to a routine handling of Selective Service violations. Such a system is absolutely contrary to the usual Bureau procedure in which an Agent handles a case on through to its ultimate conclusion before the court and there is no reason to make an exception in Selective Service cases. Agents to whom the cases are assigned are more qualified due to their intimate knowledge of the facts to discuss the matter with the U. S. Attorney and to present the facts before the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 13 1946

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Commissioner's hearing with less chance being present for a miscarriage of justice. Such a system deprives Agents working on these cases of valuable experience in testifying before U. S. Commissioners' hearings and in presenting cases to U. S. Attorneys. It, in effect, transfers the duties of the U. S. Attorney to the Agents who are maintaining liaison with the U. S. Attorney's office, in that they would be serving practically as runners for the U. S. Attorney. In effect these two men are on administrative duty in San Francisco without approval from the Bureau. Any time spent by an Agent in presenting a case to the U. S. Attorney and attending a Commissioner's hearing is certainly warranted and is his fundamental duty as a Special Agent.

Executives Conference Consideration - On May 2, 1946 the Executives Conference considered this matter and as a result the views of SAC Fletcher of the San Francisco Office were sought. Mr. Fletcher advised that the saving of time has been and continues to be very considerable. The contact Agents take advantage of their special knowledge of the Assistant U. S. Attorney's idiosyncrasies and habits and were able to accomplish more and to maintain excellent relationships and thus liaison Agents in addition are available to interview subjects in the custody of the U. S. Marshal when they are apprehended by other law enforcement officials or received from another District. These Agents also handle matters relating to complaints, the dismissal of complaints, Commissioners' Hearings and appearances before the District Court when another Agent's testimony is not necessary. The Agent also follows court action and presents cases to the Grand Jury. However, these two contact Agents devote only such time to this type of assignment as is necessary. He permits each Agent an occasional opportunity to file a complaint and the more complex cases are discussed with the U. S. Attorney by the Agent who makes the apprehension or to whom the case is assigned. Mr. Fletcher endorses this method and even suggests general adoption.

* The Executives Conference on June 27th gave further consideration to this matter. Messrs. Tolson, Glavin, Tracy, Harbo, Nichols and Rosen recommended that the San Francisco Office be permitted to continue this project as it is. Mr. Tracy wanted it understood that the two Agents so assigned as contact men would be rotated from time to time and Mr. Harbo wanted it considered as an experiment so that a determination could be made in the future as to whether the plan could be extended to other types of work.

Because of the disadvantages cited Messrs. E. A. Tamm, Hendon and Clegg opposed the continuation of this project and recommended that the San Francisco Office handle these cases in the usual manner with the Agent to whom the case is assigned presenting the facts to the U. S. Attorney and appearing before the Commissioner when necessary.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHG:PJ

7-8-46 Addendum: Mr. Tamm is of the opinion that if this type of program is basically meritorious, it should be extended to other large offices. He further feels that if the plan works with Selective Service Act cases and is believed advantageous to apply, it should be considered for extension to National Motor Vehicle Theft Act and other types of constantly occurring offenses which are not of an involved nature.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Director

July 10, 1946

Executives Conference

ALL INFORMATION CONTAINED
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DATE 10/18/90 BY SP-5 BMT

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Tracy, Hendon, Harbo and Nichols, reconsidered the issuance of the FBI Law Enforcement Bulletin on a monthly basis. On May 9, 1946 the Director approved the recommendation of Messrs. Tolson and Glavin that the Bulletin and the Investigator be issued six times a year, the Law Enforcement Bulletin to consist of 50 pages.

Mr. Nichols asked the Conference to reconsider and urged that the Bulletin be issued monthly, to consist of a total of 32 pages including the text and Wanted Notices. This would be a savings of 35% over a 50 page bulletin issued monthly. He advised the Conference that the matter had been considered by Messrs. Glavin and Renneberger, who were agreeable to a monthly Bulletin, the copy being delivered to the Mechanical Section a month prior to the date of its issuance.

The following are the advantages:

1. The Law Enforcement Bulletin would give us a monthly contact with police and would supplement our police training program, which costs the Bureau considerable in travel and time.
 2. At one time in the Bureau's existence the Law Enforcement Bulletin was our only means of getting material to the public and we might encounter a similar situation in the future.
 3. The Wanted Notices for police are more important today with the increase in crime.
 4. Letters and comments indicate it is serving a definite need.
 5. During the war years the wartime spirit caused law enforcement to cooperate as it never did prior to the war. Now that the war is over we must further this same co-operation.
 6. The IACP are pushing their new letter. New law enforcement publications will spring up if there is a need as there will be if our Bulletin is put out every other month.
- We have 2,000 few Agents today to make contacts with the police than we did in the war years. Likewise, during the war police conferences were held quarterly; today they are semi-annually.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

66-2551 6144

Memo to the Director

8. With the Bulletin being issued every other month it will handicap us in getting current information to the police.
9. By putting the Bulletin out every other month we will not have the space to do justice to the material. In September of 1939 when we only had a grand total of 2,210 employees in the whole Bureau we put out a 52 page Bulletin, not including the Wanted Notices. By putting it out monthly in 32 pages the Wanted Notices would be assembled with the Bulletin proper. In addition, a 32 page monthly Bulletin would represent 384 pages annually or only 84 more pages than a 50 page Bulletin every other month.
10. If the Bureau doesn't furnish material needed by the police they will seek it elsewhere.

The disadvantages:

1. Shortage of personnel necessitates curtailing activities.
2. A smaller Bulletin would not be as dignified or attractive as a larger one every other month.

Messrs. Harbo, Tracy, Ladd, Rosen and Nichols favored a monthly Bulletin of 32 pages with the Wanted Notice insert included. Mr. Glegg favored a monthly Bulletin with the Wanted Notices inserted.

Messrs. Tolson, Tamm and Hendon favored a bulletin of 32 pages not including the Wanted Notice insert every other month.

*Since Glavin states
work can be handled
as well as along with
the indigent
H/11 ✓*

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc: Mr. Glegg
Mr. Hendon

LBN:hbm

*I will go along with majority
provided we don't bog down
on getting it out on schedule
H.*

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #242

EMPLOYEE: BUIST V. SWAIM
CHIEF CLERK, BIRMINGHAM, ALABAMA

7/10/46

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DATE 10/18/90 BY SP-5 CIP/PRO

MEMBERS PRESENT: R.T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Chief Clerk of field offices be permitted to
initial for filing any matters under his supervision or
receiving his individual handling upon instructions of the SAC.

ADVANTAGES:

1. It would eliminate the necessity of routing such matters to the Agent in Charge for his initials.
2. The Chief Clerk should be qualified to perform this function.
3. Many such matters handled by the Chief Clerk are routine in nature.

DISADVANTAGES:

1. The suggestion would open the way for many abuses and in practice Chief Clerks would be initialing all types of matters for the file.
2. The suggestion would decrease unwarrantedly the supervision which SACs should give to field office matters.
3. The initialing of matters of the type referred to in this suggestion present no particular burden upon SACs and supervisors.
4. The present instructions insure proper and adequate supervision on the part of the Agent in Charge over matters of which he desires to be and should be fully acquainted.
5. There is considerable variation in ability and experience on the part of Chief Clerks and it is evident that many Chief Clerks are not to be trusted with such responsibility.

RECOMMENDATION: Unanimously opposed.

RECORDED

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives
Conference on July 10, 1946, with

Mr. Tolson, Ladd, Hendon, Harbo, Tracy and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

58 JUL 16 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 6-19-46

FROM : A. E. Leonard

SUBJECT: STATISTICS

Pursuant to the Director's approval of the Executives' Conference recommendation attached, there is transmitted herewith a suggested Bureau Bulletin outlining the statistics recorded at the Seat of Government for the information of the Field.

Attachments

AEL: gth

ADDENDUM: LBN:MP 6-20-46 - The Executives Conference consisting of Messrs. Tamm, Q. Tamm, Ladd, Rosen, Hendon, Harbo, Clegg, and Nichols approved the attached Bulletin and in addition approved the submission of a more detailed statement to be included in the large Manual of Instructions.

Director's notation: "OK H.U."

RECORDED

INDEXED

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INITIALS ON CARD

58 JUL 17 1946

ORIGINAL COPY FILED IN 106-2554-514/6

THE DIRECTOR

JUNE 20, 1946

EXECUTIVES' CONFERENCE

JOHN ROBERT DOWER
NATIONAL ACADEMY APPLICANT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/90 BY SP-5 CIB/K

The Executives' Conference on June 20, 1946, those present being Messrs. E. A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, considered the inquiry of the San Francisco Office as to the eligibility of John Robert Dower, Sheriff elect of Yuba County, to attend the FBI National Academy.

Dower was elected to be the next Sheriff of his county in the recent election of June 4. He does not take office until January 1, 1947. He is presently employed as a probation officer for the county and also as the juvenile officer for Marysville, California, Police Department. In view of his present employment by a law enforcement agency, in view of his election as the next Sheriff of his county, and in view of the favorable recommendation of the San Francisco Office, the Conference unanimously recommended that he be considered eligible.

There is attached hereto a teletype to the San Francisco Office accordingly, if approved.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Hendon
Mr. Clegg
HUC:ER

E. A. Tamm

RECORDED

166-2554-5747

F B I

55 JUN 28 1946

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

INITIALS ON ORIGINAL

52 JUL 29 1946

ORIGINAL COPY FILED IN 100-45333

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. LADD

DATE: June 19, 1946

FROM: G. H. CARSON

SUBJECT: RADIO STATION, MEXICO CITY, MEXICO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/90 BY SP-5 CIB/MS

BACKGROUND:

It will be recalled that in the past we have desired to establish a radio station in Mexico City but that former Ambassador Messersmith would never approach the Mexican Government on this matter.

DETAILS:

The Civil Attache at Mexico City has now advised that during a conference with Mr. Raymond Giest, Charge d'Affaires of our Embassy in Mexico City, on June 7, 1946, the matter of a Bureau radio station was discussed and Mr. Giest appeared very interested in the Bureau's radio facilities. Mr. Giest inquired whether or not the Bureau could place a radio station in Mexico City and was advised by the Civil Attache that he would inquire of the Bureau whether it could install a station at the present time.

The installation of a Bureau radio station in Mexico City would be extremely advantageous even though we expect to remain in the SIS field for only one more year. At the present time we utilize cable service between Washington and Mexico City through the State Department which is not only slow but costly. Furthermore, due to the number of expedite matters pending in Mexico including many domestic field fugitive cases, it is frequently necessary to resort to the use of telephonic communication with our office in Mexico City. A radio station would eliminate the necessity for using cables and making telephone calls, and it is believed that the cost of the station would be saved in six months or even less.

RECOMMENDATION:

It is recommended that the Civil Attache in Mexico City be instructed to inform Charge d'Affaires Giest that the Bureau will be pleased to install a radio station in Mexico City provided that the authorization of the Mexican Government can be secured by the Embassy and the Embassy requests of the Bureau through the State Department the installation of such a station. A suggested cablegram to Mexico City is attached.

Attachment

GWH:tlc

RECORDED
&
INDEXED

66-2551-51418
F B I
61 JUL 12 1946

APPROVED BY EXECUTIVE CONFERENCE WITH MESSRS. TAMM, GLAVIN, QUINN, TAMM, ROSEN, GLEGG AND LADD ATTENDING. 6/21/46 DFL

ORIGINAL COPY FILED IN

59 JUL 22 1946

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: June 7, 1946

FROM : Ruth K. Wood

SUBJECT: Attached form letter

Executive Conference

Inasmuch as it is necessary that so much information be supplied the field office in order to have the service record checked of a former employee, it is requested that the attached form letter be approved. This will save considerable time.

Forms for Service Record Check

1 ENCL
353
EX-2

RECORDED

INDEXED

353

EX-2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY 9-501 bfp

66-2554-5149

F B I
48 JUL 11 1946

INITIALS ON ORIGINAL

53 JUL 17 1946

[Signature]

ORIGINAL FILED IN 66-3482-1050

SAC,

Director, FBI

Employee Returning from Military Leave

It is requested that the service record of the above employee be reviewed and a report submitted at the earliest possible date. The following is supplied for your information:

Branch of service -
Date inducted -
Date discharged -
Place of discharge -
Serial number -
Rating -
Date and Place of birth -

The Executive Conference of June 10 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quin Tamm, and Glavin approved the preparation of this communication for field use.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/91 BY SP-5ci b7g

66-2554-5119

ENCLOSURE

bs
THE DIRECTOR

6/28/46

THE EXECUTIVES CONFERENCE

~~REVISED~~ MANUAL OF RULES AND REGULATIONS - NUMBER OF COPIES
TO BE DISTRIBUTED

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Rosen and Clegg, recommended that the revised Manual of Rules and Regulations which is combined with the former clerical manual be issued as follows:

- One for the Director.
- One for each of the Assistants to the Director.
- One for each Assistant Director.
- One for each Inspector.
- One for each Section Chief.
- 150 copies for use in training schools for new agents.
- One for each SAC, each Assistant SAC and each field supervisor.
- One for each Resident Agency where there is a Resident Agency office and one for each Resident Agent where there is no Resident Agency office.
- One for each 10 Agents assigned to a field office.
- In the smaller offices one for each 2 clerical employees.
- In the largest offices one for each 10 clerical employees.
- In the middle sized offices one for each 6 clerical employees.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

166-2554-51500
F B I
61 JUL 15 1946

EX - 88

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CIB/MP

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

28 JUL 17

ORIGINAL COPY FILED IN

The Director

D. M. Ladd

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/94 BY SP-5CJ/PMF

July 3, 1946

TRANSFER OF [REDACTED]

The SAC of the [REDACTED] Division has expressed a desire to transfer the present [REDACTED] the field office.

The usual reasons for such a transfer, which has been the cause of changing the [REDACTED] have been advanced by SAC [REDACTED]. These reasons are the saving which will be effected in rentals, personnel and more effective security. At the present time \$125 per month is paid in rental which would be eliminated, and since there is practically no activity at [REDACTED] the present all night employee at the field office would be an effective guard over the [REDACTED] which must now be watched through the night at [REDACTED].

Suggested [REDACTED] Field Office

At the present time there is a [REDACTED] joined on the [REDACTED]. The door from the room to be so used leads to a [REDACTED] which is part of the [REDACTED] leads to the [REDACTED]. According to SAC [REDACTED] is therefore so isolated that any sounds from it could not be heard from the outside.

Available [REDACTED]

Classified by SP-5CJ/PMF
Declassify on: OADR 8/21/94

The [REDACTED] has advised [REDACTED] that there are numerous [REDACTED] which the [REDACTED] could handle any traffic desired. The [REDACTED] the field office [REDACTED] are on [REDACTED] until they reach the [REDACTED] which is kept locked at all times.

Other reasons advanced by the SAC in connection with this transfer are that the [REDACTED] whereas in the present location there is always the possibility of such activity attracting attention. The SAC also feels that he will have closer contact with the employees [REDACTED] and any spare time they may have may be used to a greater advantage. In connection with the proposed transfer the [REDACTED]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JDD:aop

RECORDED

100-2554-5151
F B I
75 JUL 13 1946

CONFIDENTIAL

ORIGINAL COPY FILED IN 100-2554-5151

~~CONFIDENTIAL~~

lock on the door leading [redacted] will be changed so that only employees of the office will [redacted] (S)

b7E

An additional reason advanced in favor of the transfer was that in the last inspection of [redacted] the inspector observed and it was called to the SAC's attention that the ventilation should be improved. SAC [redacted] advises that efforts were made to improve the ventilation, but it is felt that the ventilation in [redacted] will be much better than at the present location. (S)

b7E

Necessity of [redacted]

b7E

At the present time the [redacted] Division is utilizing the following [redacted]

[redacted]

b7E

In addition to the above [redacted] is outstanding to [redacted] the [redacted] and [redacted] will be completed as soon as the [redacted] (S)

RECOMMENDATION:

Since the recent transfers in many other field divisions [redacted] has proven feasible and desirable, it is suggested that approval be given to [redacted] to make the proposed transfer. There is attached for your approval a letter to the SAC at [redacted] granting the necessary authority. (S)

b7E

~~CONFIDENTIAL~~

APPROVED BY EXECUTIVES CONFERENCE WITH
MESSRS. TAMM, CLEGG, HENDON, HARBO,
TRACY NICHOLS, GLAVIN AND LADD ATTENDING.

7-8-46 DML

~~CONFIDENTIAL~~

CW LH

MR. NICHOLS

12-14-45

A. E. LEONARD

DISTRIBUTION OF UNIFORM CRIME REPORTS BULLETIN

I. Present Distribution

At the present time the Uniform Crime Reports Bulletin is distributed as follows:

- A. To all law enforcement agencies participating in the program.
- B. To representatives of the press.
- C. To approximately 300 libraries.
- D. To the names appearing on the Crime Records Section active mailing list.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02/18/90 BY SP-5 CJS/SH

We order 15,000 copies and after the above distribution we have a surplus of approximately 3,000 for additional requests received.

The Uniform Crime Reports Bulletin is an official government publication and the only accurate index to the extent and fluctuation of crime published in the United States. This publication may not be of interest to the general public since it deals fundamentally with statistics, yet it is unquestionably of value as reference material to all persons interested in the crime problem and in the problem of crime prevention. It is suggested that the distribution of the bulletin is too limited.

II. Possible Sources For Wider Distribution

RECORDED

INDEXED

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66-2554-5152

F B I

48 JUL 16 1946

A. Libraries

The American Library Directory of 1945 lists 12,140 libraries, including 8,298 public libraries, 1,886 college libraries, 227 Federal and State libraries, 324 hospital and institution libraries, and 1,205 special libraries.

B. Colleges and Universities

The Education Directory, 1944-45, Part III, published by the United States Office of Education shows the following:

Type of School	White	Negro	Total
Colleges and Universities	692	66	758
Teachers Colleges	183	14	197
Professional Schools	259	7	266
Normal Schools	21	-	21
Junior Colleges	424	19	443
	1,579	106	1,685

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

18 JAN 1946

ORIGINAL FILED IN

Memorandum for Mr. Nichols

C. Secondary Schools

The publication, Accredited Secondary Schools in the United States, 1944, published by the United States Office of Education shows 22,500 secondary schools in the United States, its territories and possessions. This includes both public and private schools.

III. Suggested Distribution - Three Alternatives

The following tabulation represents estimates as to the number of copies of the bulletin needed for each of the three possible plans of distribution. The estimates are based on a count of the data for the State of Ohio and the proportions found in that state for the different size cities was applied to the total figures for the country. The printing costs are based on the latest issue of the bulletin and the Government Printing Office has advised that additional copies would be printed at the cost of \$60 per thousand.

	Plan #1 Cities Over 10,000 Only	Plan #2 Cities Over 2,500	Plan #3 All Places Regardless Of Size
Present Distribution	12,000	12,000	12,000
Colleges and Universities	1,000	1,000	1,000
Public Libraries	1,500	4,500	8,300
Secondary Schools	9,000	13,500	22,500
	23,500	31,000	43,800
Surplus	4,500	6,000	7,200
	28,000	37,000	51,000
<u>Present Distribution</u>			
Printing Cost	\$2,100	\$2,880	\$3,420
			\$4,260

The proposals do not include professional schools, normal schools or junior colleges.

If the Bureau decides to adopt any one of the above three plans for wider distribution, there will be a considerable typing job involved at the beginning. It is believed that if one of the above plans is adopted envelopes should be addressed on the typewriter for mailing the bulletins using the publications mentioned above as sources. One copy of the bulletin and a form letter, it is suggested, should be sent to each new place and there should be enclosed also a form for the recipient to execute as follows: (1) To indicate that they desire to be placed on the mailing list to receive future copies and (2) The correct mailing address which they would prefer. We should enclose a uniform crime reporting return envelope and as these are

Memorandum for Mr. Nichols

received back in the Statistical Section a count of them may be maintained and the forms forwarded to the Crime Records Section where stencils may be ordered for the mailing of future issues.

IV. Recommendation

It is recommended that Plan #3 calling for full distribution to all places regardless of size be adopted starting with the annual issue of the bulletin for 1945.

ADDENDUM: LBN:aml-12/28/45 - The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered the matter of extending the distribution of the Uniform Crime Reports Bulletin. It was unanimously recommended that this be reconsidered on April 1st.

THE DIRECTOR

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/13/92 BY SP-5 CMB

June 24, 1946

* Ritz and Bond

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Harbo, Rosen, Quinn Tamm, and Glavin considered a suggestion regarding the housing of Bureau Personnel in Washington, which was submitted by the Agent in Charge of the Washington Field Office. The SAC suggests, (1) That all personnel should be requested to submit to the Personnel Office the names of their present landlords. (2) From this information, a list of real estate agents and owners who rent to one or more Bureau employees can be obtained. (3) That each real estate agent and owner should be contacted by an appropriate representative of the Bureau Personnel Office or the Field Office with a long range proposition that arrangements be made to allow Bureau personnel presently occupying such premises to transfer their apartments to other employees of the Bureau when they move out.

SAC Hottel points out that it should be pointed out to the real estate agent that in this manner, the apartments will be guaranteed almost permanent occupancy and that all transfers of apartments will be done through and with the permission of the office of the real estate agent.

The Executive Conference was advised that this suggestion was subject to exhaustive discussion by the Personnel Conference and the Conference members were unanimously opposed to the suggestion at the present time. Some of the objections were that such a policy might set a bad precedent which other agencies would endeavor to follow and might destroy and gains in housing concerns which the Bureau has already made. Also, such a policy might destroy the good will which our recent leases to realtors and housing developments might have built up for us.

Mr. Glavin advised the Executive Conference that the housing situation in Washington is still tight, and that the Personnel Office of the Administrative Division had secured apartments for Bureau employees in Washington, both through personal contacts and through communications from the Director to the managements of the various developments. Mr. Glavin also advised that we have been fairly successful and that he, Glavin, advised that the establishment of a policy such as recommended by the SAC at the Washington Field Office might jeopardize certain of the informal arrangements which we have set up at this time where apartments, when available, can be secured.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 25 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-11-207

The Executive Conference was in entire agreement with the recommendation of Mr. Glavin that no further action be taken in connection with this particular matter. Should the Director approve the Conference's recommendation, the attached communication should go forward to the SAC of the Washington Field Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

Attachment

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG/dmb

THE DIRECTOR

7/12/46

THE JOINT COMMITTEE

SUGGESTION #257-B

EMPLOYEE: RACHEL L. GALLAVAN
PRINCIPAL STENOGRAPHER, BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That certain stenographers in field offices be brought to Washington for special training as is done with the Chief Clerks from time to time.

ADVANTAGES:

1. It would permit the Bureau to afford special training at the Seat of Government to stenographic employees.
2. It would be a morale aid to stenographers.
3. It would acquaint them with the functions of the Bureau at the Seat of Government which would add to their efficiency.

DISADVANTAGES:

1. There is no reasonable course of instruction which could be outlined to be given to stenographers at the Seat of Government since the nature of their work is much different to that of the Chief Clerk and the need for such training does not exist.
2. Such schooling would be in the nature of a "junket", the expense of which would not be warranted by the results.

RECOMMENDATION: Unanimously opposed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RECORDED

INDEXED

EX-45

RCH: P.J.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quin Tamm
Mr. Nease
Miss Gandy

24 1946

CC - Mr. Clegg

THE DIRECTOR

7/11/46

THE EXECUTIVE CONFERENCE

65087

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/85 BY SP-5 CPM

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Rosen, Hendon, Harbo and Tracy on July 9, 1946, considered a suggestion of Special Agent K. T. Delavigne that wanted notices received in the Identification Division be destroyed after the want has been placed. The Agent pointed out that probation flash notices are destroyed after the information has been posted to the fingerprint card and he suggests that the wanted notices be similarly destroyed as a matter of saving filing space rather than being placed in the fingerprint jacket as is now the procedure.

The Conference was advised by Mr. Tracy that the Identification Division does not recall any instances of any error or dispute whereby reference to the original wanted notice was necessary, however, the Conference, with the exception of Mr. Tracy, was of the opinion that wanted notices should be kept in the event a case does arise wherein there is a charge of false arrest made and the law enforcement agency states it did not request the want be placed in the first instance. Mr. Tracy pointed out to the Conference that such a situation has not arisen in the past, furthermore, that when a wanted notice is identified and the law enforcement agency is notified they would, of course, check their own records prior to arresting the man in some other locality and returning him.

This suggestion was originally made in April, 1946, and by suggestion of the Conference was given further consideration in the Identification Division for re-submission after July 1, 1946.

If you approve the majority opinion, there is transmitted herewith a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

INDEXED
Glyde Tolson

E. A. Tamm

66-2554-5155
JUL 10 1946

JUL 22 1946

THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #251

EMPLOYEE: SAC A. C. SCHLENKER
SAN JUAN FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/19/90 BY SP-SCI/BMP

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That rather than requiring that a supply of all forms be maintained by each office the forms merely be utilized as guides in submitting certain types of communications to the Bureau.

ADVANTAGES:

1. Some of the forms are so rarely used that it would be easier to type the communication than to maintain an appropriate supply.
2. Where a large supply of forms is maintained a revision thereof causes waste and destruction.

DISADVANTAGES:

1. The forms have been adopted after careful study and determination that the frequency of their use will warrant their printing and the maintenance of a supply.
2. A specific example cited by SAC Schlenker while possibly not utilized frequently in his office is utilized frequently in many other offices.
3. Where a form exists it would be wasteful to type out a communication calling for the same information contained on the form.
4. The maintenance of a supply of Bureau forms does not appear to be a problem involving any difficulty whatsoever on the part of a field office.
5. Each office can request the number of forms it requires based upon its experience as to the use of that particular type of communication and proper administration will insure that a wasteful supply is not obtained.
6. Proper use of existing forms affords a great saving in time and money on the part of the Bureau.

RECOMMENDATION:

Unanimously opposed.

RECORDED
INDEXED
EX-2

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JUL 22 1946

THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION #183

EMPLOYEE: MR. F. S. BAUMHART
BALTIMORE FIELD OFFICE

MEMBERS PRESENT: R. E. Harbo E. E. Conroy
R. G. Hendon E. Schmidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CJP/DMF

EMPLOYEE SUGGESTS: That specific instructions be issued as to that type of interim reports should be eliminated in accordance with Bureau Bulletin #22, Series 1946, dated April 17, 1946, which instructed that "interim reports which contribute nothing of substance to the ultimate outcome of the case" should not be submitted, and further suggests that the Bureau clarify its requirements as to the handling of simple leads by letter.

- ADVANTAGES:
1. Since the instructions submitted are general in nature, they may be variously interpreted by Agents and supervisory personnel.
 2. Specific instructions would assist supervisors and Agents in determining just what reports should or should not be submitted or as to just exactly when a letter rather than a report should be sent to an auxiliary office.

DISADVANTAGES:

1. The suggestion contemplates a "blue print" type of instruction to the field and the elimination of all judgment on the part of field personnel.
2. It is impossible to set out item by item instances in which reports should not be submitted or when letters should be used.
3. With the exercise of any kind of judgment, the over-all policy set out in the Bureau instructions can be achieved without further clarification.

RECOMMENDATION: Unanimously opposed and that the attached letter go forward to SAC Hallford.

ATTACHMENTS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CONFERENCE ACTION:

The Executives Conference on July 15, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long, McCabe and Clegg in attendance was unanimously opposed to this suggestion and in agreement with the Joint Committee that the attached letter go forward to SAC Hallford.

Respectfully,
For the Conference

Glode Tolson

E. A. Tamm

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 13, 1946,
with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long
and Rosen in attendance.

OK

Respectfully,
For the Conference

Clyde Tolson


E. A. Tamm

THE DIRECTOR

7/12/46

THE JOINT COMMITTEE

SUGGESTION #258

EMPLOYEE: RACHEL L. GALLAVAN
PRINCIPAL STENOGRAPHER
BIRMINGHAM FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CIP/ML

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the investigative files on Bureau applicants be destroyed after a period of five years.

ADVANTAGES:

1. This would save space generally in the office.
2. It would save space presently taken up in the confidential filing section or office safe wherein investigative files must be maintained on those individuals who are employed in the particular office.

DISADVANTAGES:

1. This would set up a special rule as to this type of file which is not warranted.
2. The amount of space to be saved would be negligible.
3. These files are of value as reference material similar to other files in the office.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EX-48 RECORDED
&
INDEXED

66-2554-5158
JUL 16 1946

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, considered the above suggestion. In the belief that it might be possible to effect a considerable saving in space without loss of any particularly valuable information in the field, the Conference unanimously recommends that this suggestion be submitted to a representative group of SACs including two or three in which the EPP Program was carried on extensively in order to secure their recommendation as to the amount of space that might be saved and the advisability of taking this action.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg

Clyde Tolson

E. A. Tamm

The Director

July 12, 1946

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-SCI/BMP

At a meeting of the Executive Conference July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the question was presented with reference to the National Intelligence Authority's proposal to mail out questionnaires to aliens arriving in the United States and citizens returning to the United States from points abroad was discussed. The Conference was advised that it is the present intention of the National Intelligence Authority to index all of these names, to submit questionnaires to those who appear from the original information to possess information of value to the intelligence program, and upon the return of these questionnaires to send those which appear to have information of military value to the Army and those containing apparent naval information to ONI, with a request that those agencies interview the individual for more complete details. It was pointed out that the question presents itself as to who should interview the remaining individuals, whether the FBI should insist on its rights to conduct such interviews or whether CIG should be permitted or encouraged to set up investigators for that purpose in this country.

It was proposed that the Bureau should try and effect some distribution of the responsibilities for interviews almost along the lines of our delimitation agreements, with Naval Intelligence to conduct interviews in those cases in which the potential information relates to matters of primary Navy interest, Military Intelligence to conduct those interviews relating to Military objectives, including locations of factories and all other physical topographical and geographical information which might be of potential use in the compiling of bomb targets, etc., and the FBI to conduct those interviews relating to subversive activities, "fifth column", etc.

The Executive Conference was unanimous regarding this latter recommendation.

Respectfully,
For the Conference:

DML:cmw

cc - Mr. Clegg
Mr. Hendon

Clyde A. Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUL 19 1946

FX-48

RECORDED
& INDEXED

66-2554-5159
JUL 16 1946

JK

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #243

EMPLOYEE: BUIST W. STAIN

CHIEF CLERK, BIRMINGHAM, ALABAMA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CJB/MP

MEMBERS PRESENT: R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the present field office routing slip (Form FD-4) be revised so it could be checked to the Director from the field to substitute for routine letters.

ADVANTAGES:

1. The use of such a routing slip might eliminate the sending of routine letters which take more time to prepare and handle.

DISADVANTAGES:

1. A change in the form as suggested would encourage the substitution of this informal means of communication with the Bureau to a too large extent.
2. In very routine matters such as following up on an expense voucher there is no rule at present prohibiting the sending of the routing slip as now printed to the Bureau.
3. There is very little if any additional effort required for the field to send a brief memorandum to the Bureau with no copies than would be involved in the preparation in longhand relative to the same matter.
4. Routing slips in longhand would probably be illegible in many instances.
5. Except in the exceptional case the use of such an informal method of communication is a sloppy business procedure.

RECOMMENDATION: Unanimously opposed.

RECORDED
& INDEXED

66-2554-5160

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance.

Respectfully,
For the Conference

CC - Mr. Clegg

Clyde Tolson

E. A. Tamm

THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

SUGGESTION #249

EMPLOYEE: ASAC JAMES C. ELLSWORTH
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-59/DMF

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the Manual of Rules and Regulations which requires that a stenographer place her initials in the block on the first page of the report marked "file" be revised to require that they place their initials in the block of the lower right hand corner of the report form.

ADVANTAGES:

Stenographer's INITIALS

1. The report form as presently printed does not have the word "file" contained thereon and therefore the Manual as now worded is confusing.
2. The suggestion would permit the name of an Agent to whom it was desired to send a copy of a transcribed report to be entered on the block so that it could be sent to him without confusing the stenographers initials with those of the Agent.

DISADVANTAGES:

1. There would be still some chance of confusion by placing the initials on the right hand side of the report since it would not be wholly clear as to just what block they should be placed.

RECOMMENDATION: Unanimously in favor of revising the Manual but to provide that the initials of the stenographer be placed in the lower left hand corner of the first page of the file copy of the report. This will be consistent with the practice followed in initialing file copies of letters and other communications and it will in no way be confused with initials on the right hand side of the report which serves as authorization for filing purposes. This will achieve the result desired by the employee making the suggestion.

RCH:PJ

RECORDED & INDEXED
343

EX-2 66-2554-5116

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference, unanimously agreed with the recommendation of the Joint Committee, those present were Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

58 JUL 24 1946

The Director

July 13, 1946

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5C/BMP

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Harbo, Tracy, Glavin and Nichols considered the situation which has developed with reference to the property used for our radio station at Anchorage, Alaska.

As a matter of background, the radio station is located on an 8-acre tract of land 3 miles from Anchorage for which we pay a monthly rental of \$15 to the owner of the tract, Mr. Nicholas T. Weiler. This tract is 3 miles from the Anchorage office and according to information furnished the Bureau the city of Anchorage is now moving in that direction and the value of the property is enhanced. As a security measure some time ago a cyclone fence was approved which would cost approximately \$1,500. Recently Mr. Weiler contacted our Anchorage office and pointed out that he was desirous of discontinuing the lease of the property to the Bureau at the rate of \$15 per month. He has not as yet given us written notice to vacate the property which would be necessary; however, he now wants \$50 a month rent or he desires to sell the land to the Bureau for \$2,000. We have recently been informed that former ASAC J. H. Williams who prior to his resignation from the Bureau expressed a desire to buy the property is now endeavoring to purchase the property from the Weilers. The Anchorage office feels that undoubtedly once the property is sold its value would be vastly enhanced by breaking it up into lots. We, of course, cannot object to the sale of the property to Williams; however, \$50 a month rental is an exceptionally good return on a \$2,000 investment.

The conference was unanimously of the opinion that it would be inadvisable to buy the property for \$2,000. First of all, there would be difficulties involved in buying it and the purchase would have to be handled by the Lands Division. Secondly, we might eventually close our Anchorage office or move it which would leave us owning a piece of property. It was the unanimous recommendation of the conference that the Anchorage office be instructed to make a new lease with Weiler for one year with an option to renew the lease for an additional year at a monthly rental of \$50. The matter of fencing the property has previously been approved. A letter to the Anchorage office is attached.

Attachment

LBN:MP

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg

CC - Mr. Hendon

RECORDED

Respectfully
For the Conference

BY - XH

Clyde Tolson

Edward A. Tamm

66-2554-5162

JUL 16 1946

JUL 22 1946

The Director
The Executive Conference

July 12, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CJP/ST

The Executive Conference, consisting of Messrs. Tolson, Ladd, Harbo, Hendon, Glavin, Rosen, Tracy and Nichols, considered the requests presently being received by the Bureau to participate in city-wide programs. As a matter of background, last winter, in connection with our radio program "This Is Your F.B.I." a city-wide meeting was sponsored in Syracuse, New York, in which the SAC and a couple of agents put on a demonstration. The meetings have been held on a city-wide basis in various communities and from all reports appear to be quite successful. As a result of the publicity which is attached to these meetings, we now have four requests as follows:

1. Jewell Moseley, city editor of the Southeast Missourian at Cape Girardeau, has contacted the St. Louis office requesting a program similar to that put on in St. Louis. This would be under the sponsorship of the paper.

2. Judge Randolph H. Weber, State Circuit Court, Poplar Bluff, Missouri, who is also president of the Southeast Missouri Peace Officers' Association, along with a special agent of the Missouri-Pacific Railroad, has also contacted the SAC at St. Louis requesting a program similar to that above referred to be put on in Poplar Bluff under the sponsorship of the Southeast Missouri Peace Officers' Association.

3. The Buffalo Evening News contacted SAC Wilcox, pointing out that they were having a city-wide program for boys in the Civic Auditorium on Saturday, October 5 or Saturday, October 12. This program would feature exhibits by the fire department, in connection with Fire Prevention Week, and they desired demonstrations by other agencies. The Stadium seats 40,000 people and they hope to fill it. They would like to have a judo demonstration of approximately 20 to 30 minutes duration.

4. Charles A. Guy, editor and publisher of the Morning Avalanche and the Evening Journal, Lubbock, Texas, recently called at the Bureau. Mr. Guy, in discussing this matter with Mr. McGuire stated that his papers desire to sponsor a similar meeting in Lubbock on a city-wide basis.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference has considered various angles as to the methods by which to handle the meetings. The majority of the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, and Rosen, felt that such participation in these meetings in the future, including those meetings connected with the radio program

RECORDED
&
INDEXED

166-2554-5163

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Memorandum to The Director - Page two

should be arranged by a representative of the American Broadcasting Company and the District Manager of the Equitable Life Assurance Society and should be limited to the extent that no travel would be involved. In other words, the majority of the Conference was of the opinion that our agents in the field should represent the Bureau in the city-wide meetings, that participation in meetings outside of the headquarters cities should be limited to a speech by the SAC, without travel by the agents to put on a judo exhibition.

Messrs. Harbo and Nichols were of the opinion that the governing rule should be the availability of personnel and that if the meetings outside of headquarters cities could be handled by the local office conveniently that these should be accepted within the limits of available personnel.

The entire conference was unanimous in the belief that every meeting would have to be decided on its merits.

If the majority view is adopted, proposed meetings at Cape Girardeau, Poplar Bluff, Missouri, and Lubbock, Texas will be declined. If we have judo experts in the Buffalo office, we will accept the invitation of being sponsored by the Buffalo Evening News.

Respectfully,
For the Conference

Clyde Tolson

EAT
E. A. Tamm

EBN:JEF

cc - Mr. Clegg
Mr. Hendon

*I share minority view
but very careful judgment
should be exercised*
H.

THE DIRECTOR

65086

THE INVESTIGATIVE COMMISSION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/13/90 BY SP-5C/PA

CIVIL AERONAUTICS ACT, Section 622, Title 49, USC

The Executive Conference July 1, 1946, with Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Tracy, Rosen, Clegg, Egan and Ladd in attendance approved the following recommendations:

The question of acceptance by the Bureau of investigative jurisdiction over certain violations of the Civil Aeronautics Act has been brought up to request each of the Bureau to investigate violations under the Act. These requests have been sent field representatives of the Civil Aeronautics Authority to our field divisions. The Division of Investigation has been conferring with representatives of the Civil Aeronautics Board in order to determine what plans have been made by them to establish an investigative agency or to otherwise fulfill an enforcement of their authority.

The Bureau can proceed to handle certain violations as it would seem should be handled in line with our true jurisdiction. Before a final conference is had with the Aeronautics Board the recommendation of the Conference which considered this question during March, 1946, is being re-considered. It was previously recommended that in anticipation of proposed expansion of air commerce any violations resulting from the Civil Aeronautics Act could occur and it was suggested in order to obtain primary jurisdiction and undertake investigation of violations it would be well to handle those violations relating to false certificates and violations involving airplane operations, which relate to Section 622 (d), Title 49, USC which relates to an offense for any representative of an air carrier to permit anyone to obtain transportation of more or less than the rates in effect, which violations are closely allied to statutes presently being investigated by the Bureau.

RECOMMENDATION: Although any criminal violations are defined in the Act most of them involve a failure to create a document or to produce records or divulge confidential information and they are allied with investigative matters rather than with matters which the Bureau would wish to handle.

It is, therefore, recommended that violations should be considered (1) involves the forging, counterfeiting or falsification of forged certificates of the type authorized to be issued by the Civil Aeronautics Authority, and (2) violations involving airplane operations, which relate to Section 622 (d), Title 49, USC which relates to an offense for any representative of an air carrier to permit anyone to obtain transportation of more or less than the rates in effect.

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Walter J. Clegg

E. A. Tamm

68 JUL 22 1946

pe
THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

SUGGESTION #250

EMPLOYEE: ASAC JAMES C. ELLSWORTH
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CIP/MSF

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau's experience in handling various problems be incorporated into the Manuals with specific items of suggestions.
Manuals of Bureau - to be revised

As an example Mr. Ellsworth cites that while the Manual provides only that a letter should be sent to the Bureau when an office desires to obtain income tax data he was recently instructed by the Bureau after submitting such a letter to furnish additional identifying information concerning the individual with advice that the Bureau's past experience reflects that such requests for tax information are handled with greater efficiency and speed if certain background data were furnished.

RECOMMENDATION: The Conference was unanimously in the belief that no action is necessary. The Bureau presently follows the practice of incorporating in its Manual its experience and suggestions where deemed advisable. It should have been obvious to the Los Angeles Office in submitting the letter for income tax data to furnish proper identifying data on the individual to distinguish him from other persons of the same name who have filed income tax returns. This would appear to be an elementary point that should be controlled by good judgment without more detailed rules covering the matter step by step.

RCH:PJ *pg*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, unanimously agreed with the Joint Committee that no action is necessary.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

Mr. Clegg

58 JUL 22 1946

RECORDED & INDEXED
66-255-5165
JUL 19 1946

June 25, 1946

ps
SAC, St. Paul

~~Personal and confidential~~

RE: COMMUNIST SUPERVISOR
ST. PAUL FIELD DIVISION.

Dear Sir:

The Bureau has considered your request for a Communist Supervisor contained in your communication of June 10, 1946

From the information furnished in your aforementioned communication, it does not appear that the assignment of a Communist Supervisor to the St. Paul Division could be justified at this time. However, in the event of pending work in your division materially increasing, the Bureau will be happy to again consider your request.

Very truly yours,

DECLASSIFIED BY SP-SCI/JHF
ON 10/18/98

John Edgar Hoover
Director

The Executive Conference of June 20, 1946, consisting of Messrs. E. A. Tamm, Ladd, Clegg, Harbo, Quinn Tamm and Glavin approve the forwarding of the above communication to St. Paul Office.
WRG/dmb

COMMUNICATIONS SECTION
JUN 26, 1946

RECORDED
&
INDEXED
354

66-2554-5146
F B I
61 JUL 15 1946

EX-7

57 JUL 30 1946

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: June 18, 1946

FROM: A. ROSEN

SUBJECT: INTERSTATE TRANSPORTATION OF OBSCENE MATERIAL - ALL INFORMATION CONTAINED
SUBMISSION OF OBSCENE EXHIBITS TO BUREAU - HEREIN IS UNCLASSIFIED
INVESTIGATION OF CASES DATE 10/18/90 BY SP-50/bw

Attached is a proposed Bureau Bulletin setting forth the requirement that all obscene exhibits obtained by Special Agents be immediately submitted to the Bureau as soon as they are received and prior to presenting the facts or the obscene materials to the appropriate U. S. Attorney for a prosecutive opinion. This Bulletin points out the necessity for having obscene materials reviewed at the Bureau regarding their obscenity and for comparison with and inclusion in the Obscene File.

Instructions are issued to develop for prosecution only those cases involving definitely obscene materials and to refrain from conducting investigation of "Varga Girl" or "nudist magazine" cases. The responsibility of the Special Agent in Charge for obtaining proper publicity in appropriate cases is also stipulated and that care must be exercised to insure that no embarrassment will result in connection with searches and seizures of evidence is emphasized.

RECOMMENDATION

RECORDED

1. That the attached Bureau Bulletin be approved for distribution.

EX-13

2. That the contents of this Bulletin be incorporated in Section 39C of the Manual of Instructions and Part 3, Chapter 42 of the FBI Handbook for Special Agents.

Attachment ADDENDUM: AR:WW 6/19/46 Approved by the Executive Conference today with Messrs. Tamm, Glavin, Hendon, Quinn Tamm, Harbo, Nichols, Clegg, Ladd and Rosen in attendance
Director's notation: "O.K.H"

58 JUL 9 1946

66-2554-510

THE DIRECTOR
THE EXECUTIVE CONFERENCE

July 3, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C/PK

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, McCabe, Hendon, Nichols, Tracy, Harbo, Clegg and Glavin considered a suggested bulletin to all Special Agents in Charge concerning the signing of an affidavit by all employees to the effect that such employees would not associate with or are not now associated with any organization which asserts the right to strike against the United States Government. The Conference approved the attached bulletin to all Special Agents in Charge.

For the Director's information, it would be necessary that such affidavits be secured from all employees to come within the limitations of the appropriation which includes phraseology prohibiting the payment of salary to any individual who asserts the right to strike against the government or who belongs to an organization that asserts the right to do so.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

E. A. Tamm
Secretary

RECORDED

INDEXED 48 JUL 18 1946

WRG:LRD

Attachments

CC - Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

57 JUL 23 1946

ORIGINAL FILED IN 66-16333-24

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 17, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 CIB/BJ

The Executive Conference of June 14, 1946, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin considered a suggestion that the attached meritorious service scroll be awarded to Special Agent James G. Findlay.

For the Director's information, Special Agent Findlay will complete 35 years of service on August 29, 1946. It will be recalled that the Director presented the 30-year key to Mr. Findlay at a National Academy Graduation. There are no keys for 35 years of service. The Conference therefore recommends that the Director might wish to award Findlay a certificate such as the sample attached. This certificate could be reduced in size and signed by the Director and forwarded to Findlay for presentation by his Special Agent in Charge on his 35th Anniversary.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
343

EX - 22

JUL 18 1946

66-2534-5168

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

13 1946

THE DIRECTOR

7/13/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-SCI/BHS

The Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Long and Tracy, on July 11, 1946, considered a suggestion of Agent Supervisor W. Wade Brownell that a former Bureau bulletin be re-issued.

It appears the field has become lax in furnishing full and complete information in instances where they desire a search be made by the Identification Division to obtain military and seaman records.

The Conference unanimously recommends that ~~Bureau Bulletin #59, Second Series 1943, Sub-section G~~, a copy of which is attached, be re-issued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED
342
EX-7

66-2554-5169
F B I
31 JUL 18 1946

SJT:db

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

20 JUL 19 1946

The Director

July 13, 1946

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/15/10 BY SP-5 CJB/MT

At a meeting of the Executive Conference July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the Conference was advised that a request has been received from the Lands Division of the Department for an investigation looking toward the location of 4,154 defendants who are involved in condemnation suits amounting to \$3,803,315.00; that the Lands Division has stated that the mere location of the defendants would be of little value. The Lands Division has requested that at the time the Special Agents conduct the investigation to locate these individuals, they carry with them a summons and complaint which will be prepared by the attorneys in the Lands Division to be served on each individual at the time he is located. They also requested that the Special Agents of the Bureau carry with them a form of stipulation, which will be prepared by the attorneys in the Lands Division and which will show the amount of money the government is offering for the property which has been condemned and which is owned by the defendants, and that the Agents request the defendants, if the price made by the government is agreeable, to sign this stipulation. In the event a defendant is not willing to accept the government's price, he will merely so indicate to the Agent and the stipulation will not be signed, which will permit the defendant to take his case to court in an effort to secure the price which he feels is fair.

It was pointed out to the Conference that this procedure has not been followed by the Bureau in other cases in the past, but that the Lands Division has recently indicated that they desired the FBI to handle all investigations for them. They feel that this procedure will save considerable time and money for the government, inasmuch as once the Agent locates the defendant it will be an easy matter for him to hand the defendant the necessary paper and will eliminate the need for the Marshal or Lands Division attorneys going out and relocating any of the defendants.

The Conference was unanimously in favor of acceding to the request of the Lands Division, and in the event you approve of the action of the Conference, Mr. Bazelon of the Lands Division will be so advised and the Los Angeles Office will be so instructed.

Respectfully,
For the Conference

Clyde A. Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
343

67-X

DML:cmw

h
The Director
The Executive Conference

July 12, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 ci/OMF

At a meeting of the Executive Conference on July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the inquiry of Colonel Forney as to whether the FBI was willing to assume counterintelligence coverage of all of Alaska was discussed. It was pointed out that Colonel Forney had informed the Liaison Section of the Bureau that a top secret report had been received indicating that as a result of the Canadians activities in the Corby case, the Russians were doubling their efforts to place agents in Greenland and Alaska. It was further pointed out that at the present time the Army has jurisdiction in the Aleutian Islands and a small section of Alaska. The Conference was advised that in the early days of the war, the Navy had this jurisdiction in view of the fact that it was impossible for the Bureau Agents to get out to the islands and isolated points without the use of boats; that as the Army increased its activities in Alaska during the war they took over the jurisdiction for that portion of Alaska.

Messrs. Tolson, Glavin, Rosen, Harbo, Nichols and Ladd recommend that the Bureau not agree to any change in the delimitation agreement giving the Bureau jurisdiction in intelligence matters over all of Alaska; first, because of lack of personnel in Alaska and second, for the reason that access to the Aleutian Islands and that area now handled by the Army would be difficult without the use of boats or planes, neither of which the Bureau has.

Mr. Tracy recommends that the Bureau assume full jurisdiction. He pointed out that if we do not do so, the National Intelligence Authority may work itself into this picture.

RECORDED
EX-7
166-2554-5171
I F B II
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

58 JUL 22 1946

Get more details from
Alaska before we decide
this.

THE DIRECTOR

7/17/46

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5/BJH

The Executives Conference on July 9, 1946, those present being Messrs. Tolson, Tracy, Hendon, Tamm, Nichols, Harbo, Ladd, Eosen and Clegg, gave consideration to a further observation offered by SAC Rhodes of St. Paul to the expenditure of \$528 for installing a celotex ceiling in the typing room of the St. Paul Office. Inspector Naughton had recommended that such installation be made to lessen the noise in this room and the experience of the Bureau has been that such action did serve to improve the working conditions of employees.

Rhodes objected to the Inspector's recommendation and wrote the Bureau accordingly. The Executives Conference unanimously recommended, and the Director approved, that this celotex ceiling be installed and SAC Rhodes was advised accordingly on June 10, 1946.

Rhodes now forwards another letter of protest citing the Bureau letter of May 2, 1946, advising that the Bureau's appropriation was in a precarious status and suggesting the curtailment until after July 1 of expenditures wherever possible. The Bureau's instructions were that this improvement was to be made after July 1.

Mr. Rhodes is of the opinion that the cost of the installation would exceed the benefits to be derived therefrom; that the celotex ceiling would not sound proof the room; and that to install sound proofing cork would cost \$2,000 and the \$528 expenditure would be impractical. He does not believe that either the \$528 or the \$2,000 expenditure should be made. He also pointed out it is understood the Department of Justice would at some time in the future erect a building in Minneapolis. He does not know when construction will start, however.

The Executives Conference recommended that the attached letter be sent to Rhodes explaining that such installations have been found helpful in improving working conditions of employees but in view of the nature of his objection, the Bureau is yielding to his recommendation.

Respectfully,
For the Conference

Glyde Tolson

RECORDED

EX-7

36 JUL 22 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Attachment

Hendon

Clegg

70 JUL 25 1946

THE DIRECTOR

EXECUTIVES CONFERENCE

7/17/46

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 CIB/

The Director has approved at some date after July 1 the selection of three qualified Chief Clerks from field offices to come to Washington and to make a study of the clerical operations at the Bureau with a view to making recommendations for their improvement. This was predicated upon an initial suggestion by SAC Wilcox of Buffalo that selected Chief Clerks make a study of certain clerical operations and the instructions were that this should be extended to cover the full scope of clerical operations at the Seat of Government.

The Executives Conference on July 9, 1946, those present being Messrs. Tolson, Tracy, Hendon, Tamm, Nichols, Harbo, Ladd, Rosen, and Clegg, unanimously recommended that the following Chief Clerks be instructed to report to Washington for such assignment for a period of two weeks beginning Monday, August 12, 1946.

1. Chief Clerk Anne C. Pelton, Buffalo
2. Chief Clerk Forney Michael, Charlotte
3. Chief Clerk Marguerite L. McManus, Washington Field

Alternates: Chief Clerk Louise Connolly, Boston

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HUC:ER

RECORDED
&
INDEXED
342

66-2554-5173

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 26 1946

EDM:mac

Mr. Jones

June 17, 1946

L. R. Mason

Suggestions

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C DMP

Pursuant to the Director's recent letter requesting suggestions which would help save work, the writer offers the following thoughts:

A large volume of the work of the Correspondence Desk in the Crime Records Section is presently handled by means of form letters. A sample form letter is attached. For the most part these form letters are addressed to the Chief Inspector of the Post Office Department, the Bureau of Internal Revenue and the Secret Service.

Rather than require a typist to type identical headings to these three agencies on letter after letter each day, it would seem to be an economy to actually have the titles of these three agencies printed right along with the rest of the form letter so that only one or two lines of typewritten material need be added.

There would be no difficulty attached to having the three different form letters, for one typist handles all of the form letters dispatched from this section.

If approved, this suggestion will save typists' time which can be devoted to other phases of Correspondence work.

The sample form letter attached has a red circle drawn around the part which the writer feels should be printed on the document rather than be typed.

1 ENCL.
first with
original

RECORDED
&
INDEXED

166-2554-5174
FBI
JUL 23 1946

Attachment

ADDENDUM: 6-20-46 LBN:MP.

The Executives Conference consisting of Messrs. Tamm, Q. Tamm, Ladd, Rosen, Hendon, Harbo, Clegg and Nichols approved the attached form.

INITIALS ON ORIGINAL

52 JUL 31 1946

ORIGINAL FILED IN 66-2452

Director, FBI

July 3, 1946

SAC, Los Angeles

CELEBRITY INFORMATION AND RESEARCH SERVICE, INC.

Reference is made to Bureau letter of May 14, 1946, requesting that after July 1st this office submit its request for a subscription to Celebrity Information and Research Service, Inc.

Under date of April 24, 1946, this matter was submitted for the Bureau's consideration inasmuch as this office has a great many requests to interview various celebrities from all over the country who come to the Los Angeles area. This service will greatly facilitate the location and presence of these persons in our area, and it is definitely believed it will be of considerable value. The charge for this service is \$15 a month. The information is available by telephone, and the files of the concern are available to the subscribers for general information about various celebrities.

RBH:MDL
80-0

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CJA/ATP

RECORDED & INDEXED
343

EX - 50

66-2554-5775
F B I
JUL 23 1946

INITIALS ON ORIGINAL

Postcard

ORIGINAL FILED IN 66-28-

COPY: FC

RECORDED

RECORDED
EX-50

July 17, 1946

66-2554-5175

SAC, Los Angeles

RE: CELEBRITY INFORMATION AND
RESEARCH SERVICE, INC.

Dear Sir:

Reference is made to your communication of July 3, 1946, concerning the above-mentioned matter wherein you suggest the Bureau approve your executing a contract with that service which would permit your office to utilize its facilities in locating certain individuals within your territory. It is noted that the services will cost \$15.00 a month.

The Bureau approves your securing such service, and, since it will be of a continuing nature, the appropriate contract should be executed by you and forwarded to the Bureau for final consideration.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5A/BWP

WRG:dmb

The Executive Conference of July 15, 1946, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Ladd, Nichols, Long, Hendon, Clegg, E. J. McCabe and Glavin approved the forwarding of the above communication to the SAC at Los Angeles.

COMMUNICATIONS SECTION
JUL 17, 1946

63 AUG 2 1946

ORIGINAL FILED IN 66-2554-5175-114
Destroyed

THE DIRECTOR

THE JOINT COMMITTEE

July 19, 1946

SUGGESTION #192

EMPLOYEE: SA PETER NORVILLE
BIRMINGHAM FIELD OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP.5ci/DHF

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon B. Schmitt

EMPLOYEE SUGGESTIONS: ~~That~~ conferences of Communist supervisors be held semi-annually.

ADVANTAGES:

1. This is a highly specialized type of investigative activity with changing policies and it is most helpful to the field supervisory staff to receive direct instructions from the Seat of Government in such a conference in order to keep acquainted with up-to-date trends and policies.

DISADVANTAGES:

1. Such conferences every six months would require a great deal of travel and expense on the part of the supervisory personnel.
2. Such conferences would too frequently take the men away from their regular supervisory work in the field working to the disadvantage of the Bureau.
3. Such conferences can easily be called when in the Bureau's judgment they would serve a need.

RECOMMENDATION: Unanimously opposed in the belief that the present policy of the Bureau to call conferences of these and other supervisors when the facts warrant is more sound.

RCM/VL

RECORDED

INDEXED

66-2554-3176

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 23, 1946,
with Messrs. Tamm, Ladd, McCabe, Long, Hendon, Tracy, Glavin, ~~and~~

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

plson
A. Tamu
legg
levin
add
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acy
rson
jan
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SECRET

Handwritten:

29 1946

THE DIRECTOR

July 19, 1946

THE JOINT COMMITTEE

SUGGESTION #193A

EMPLOYEE: MR. J. F. TROST
ATLANTA FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-501/STF

EMPLOYEE SUGGESTS: That instead of requiring that Special Agents in small groups be given technical training during the course of each quarter that the semi-annual technical conferences be extended in length to provide more and concentrated training.

ADVANTAGES:

1. The present requirement makes it necessary to get equipment out frequently during the course of the year which takes time and is not orderly.
2. Less time would be expended by the Agents in such training if afforded to them twice a year rather than in smaller groups through the course of the year.

DISADVANTAGES:

1. Experience has shown that the Agents are in need of training in the technical equipment and this can better be afforded in small groups with the opportunity for individual instruction and practice.
2. The present schedule was only recently adopted because of the recognition of the need for more training in the use of technical equipment on the part of individual Agents which was not successfully furnished to them in the group conferences previously held four times a year.

RECOMMENDATION: Unanimously opposed.

RECORDED

INDEXED

6 ROM:VL

EXECUTIVE BY COMMITTEE ACTION:

Unanimously opposed by the Executives Conference on July 22, 1946, with Messrs. Tamm, Ladd, McCabe, Long, Hendon, Tracy, Glavin, Clegg and Nichols in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Clegg
Hendon

30 1946

THE DIRECTOR

7/22/46

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5CJ/KMF

SUZANNE

By memorandum of July 17, addressed to Mr. Tolson and Mr. Harbo, you raised a question as to the examinations made by the Bureau in the Degnan case of Chicago. As a matter of information these examinations have been of two types, (1) single fingerprint examinations made by the Identification Division and (2) document examinations performed by the Laboratory.

On request of the Chicago Police Department approximately 150 comparisons of the fingerprints of suspects were made with the latent fingerprints developed by the Bureau on the ransom note in the Degnan case without effecting an identification. On June 29, 1946, the fingerprints and palm prints of William Heirens were received from the Chicago Police Department with advice that its fingerprint expert had detected seven or more points of similarity in the fingerprints of Heirens when compared with latents from the note. This identification was confirmed by the Single Fingerprint Section and in addition an identification was made with the palm prints. Further on July 13, 1946, an identification was made between prints of Heirens and a photograph of a latent print developed in the room of Frances Brown who was murdered in 1945 in Chicago. This likewise was confirmatory of a tentative identification made by the Chicago Police Department fingerprint expert. In both instances news stories given out by the Chicago authorities credited the Bureau with the identifications made. Advice has further been received from the Chicago Police Department that testimony of the fingerprint experts of the Bureau would probably be desired at the trial.

With reference to handwriting work, since January 17, 1946, many specimens of known handwriting of suspects were submitted to the Laboratory and a total of 67 suspects were eliminated when their writing was compared with the writing on the ransom note. However, the handwriting of William Heirens has never been submitted to the Laboratory although a news story of July 6, 1946 attributed to officials of the Chicago Police Department indicated that such specimens would be so submitted. Other news stories on this matter have made reference to the fact that Herbert Walters, a Chicago handwriting expert, was examining the Heirens handwriting. It has been determined from SAC McSwain at Chicago that Walters came to Chicago from Canada about 25 years ago. He

has no connection with the Chicago Police Department but is recognized as a document expert who has testified in both state and federal courts on a number of occasions and is reputed to be the best of six commercial handwriting experts in Chicago. According to McSwain when Heirens was picked up as a suspect in the Degnan case, State's Attorney Duhy instructed that the handwriting work as it pertained to Heirens be turned

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 26 1946

EX - 48

INDEXED

over to Walters who is handling the comparisons and being paid at the rate of \$100 per day. It is not known whether he has rendered any conclusions thus far.

From the above it would accordingly appear that we have been called upon to handle the fingerprint work and we handled the handwriting comparisons until the prime suspect was arrested, at which time Walters was called upon.

The Executives Conference consisting of Messrs. Tamm, Ladd, McCabe, Long, Tracy, Glavin, Clegg, Nichols and Hendon unanimously recommends that in view of the above facts we decline to perform any additional document work in connection with the Degnan or any of its related cases in which Heirens is apparently involved upon the basis that to do so would be duplicatory of the efforts of the document expert which they have previously employed. The Conference was of the opinion, however, that we should continue to perform fingerprint work or other Laboratory examinations besides document work which might be referred to the Bureau by the Chicago Police Department in this particular case with the specific understanding that similar examinations were not being referred to any other Laboratory or individual.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

I don't like this situation at all. We have been used as a "doorman". Why wasn't the Laboratory alert to this? If I hadn't raised the question I assume we would have continued to allow them to push us around. We will make no further examinations in this case of any kind. They are not going to be given a part of our bill particularly if when we render it free.

H.

122
TO: DIRECTOR

FROM: THE EXECUTIVES CONFERENCE

SUBJECT:

DATE: 7/22/46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/18/70 BY SP-5 CJB/MP

The Executives Conference consisting of Messrs. Tolson, McCabe, Parsons, Ladd, Clegg, Tracy, Glavin and Nichols considered the following matters in connection with the moving of the Washington Field Office to the Bureau Headquarters:

1. From time to time the Washington Field Office will ask for Bureau files. Prior to moving the Field Office out of the Department Building before the war the rule in effect was that the Field Office would request files only through the SAC. There have been a few instances which have arisen since the Field Office came back to the Bureau wherein either Mr. Hottel or Mr. Hennrich has called for files and these requests have been honored. The conference was unanimously of the opinion that the Washington Field Office should be treated exactly as any other Field Office is treated in connection with information contained in the Bureau's files - namely, if they want any information from Bureau files requests should be made of the Bureau and we will then furnish memoranda giving the information desired. In other words, files will not be made available to the Field Office.

2. Files space used by the Washington Field Office is contiguous to the space utilized by the Bureau's Files Section and Field Office employees going to their section must go through the Bureau's section. The conference was unanimously of the opinion that the authorized employees of the Washington Field Office should be provided with badges to be worn when entering the Bureau's space occupied by Files.

A letter is attached to the Field Office.

Attachment

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

CC - Mr. Clegg

CC - Mr. Hendon

LBN:MP

70 JUL 29 1946

RECORDED
&
INDEXED

EX-48

66-2554-5179

THE DIRECTOR

July 11, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #256

EMPLOYEE: SAC E. A. SOUCY
BOSTON FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-321/bw

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the project of removing excess copies of reports from closed files be modified so as not to require the pulling of such serials from all files but only from those files of a bulky nature.

ADVANTAGES:

1. SAC Soucy cites the fact that of the 179 four drawer file cabinets and 41 five drawer cabinets in his office the project has been completed in all but 15 four drawer cabinets and that an estimate of the space saved as a result will not exceed 2 four drawer file cabinets which, in his opinion, is out of proportion to the time spent on the work.

2. The greater saving of space is realized in those files in which numerous reports have been submitted and but little saving can be realized in a great number of cases consisting of only two or three small serials.

3. A quick survey of each drawer would quickly indicate from what files therein serials should be destroyed.

4. At the Charlotte Office 334 clerical hours have been spent in pulling the duplicate serials from 12,332 files while there are in the office over 70,000 closed cases, thus approximately 17% of the work has been completed, with an additional 1,570 clerical hours necessary to complete the project. The Chief Clerk of that office has indicated that no space has been saved as represented by actual file cabinets although the material in the drawers which before was "a little crowded" is now "loosened up" to the extent that two or three more files might be placed in them if necessary.

5. A great portion of the space in the closed files is taken up by the heavy file, front file back and the necessary space occupied by the acco fastener, which space can not be reduced by the destruction of serials contained within the files.

6. When serials are removed from a small file the amount of space saved, if any, is negligible because the acco fastener having previously been bent will naturally bend at the same place after the serials have been removed.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

29 1946

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7. The experience at Charlotte indicates that this project as presently being carried out is a very expensive one and the benefits won are very negligible in comparison to the expense.

8. The proposal of SAC Soucy could be carried out very easily and economically and the benefits in relation to the effort extended would be much higher than they are under the project as presently being carried out.

DISADVANTAGES:

1. The suggestion would create a lack of uniformity and unless it were required that a notation be placed on the remaining copy of the serials in those files from which copies have been destroyed it could not be determined in an office how many copies of any particular serial would be on hand. This would lead to confusion and lax practices on the part of the Agents and clerical personnel. There would be missing serials, a temptation to destroy the legitimate chargeout slips and a temptation for personnel to retain serials in their permanent possession.

2. It is felt that a lack of saving of space in the Charlotte Office is due to the fact that the files have not been consolidated after the serials were pulled and that a saving has been realized in that over crowded drawers now permit expansion.

3. SAC Conroy has found that the project has saved an estimated 15% of space in his office which is very substantial when considering the number of closed files on hand. In this regard he has not yet in the project reached the classification of cases in which the files are bulky. For example, the kidnapping classification.

4. In the WFO the project is now ~~55%~~ completed, and will be ~~finished by June 1966~~. Although the space, as in Charlotte, has not been consolidated since the serials were destroyed an estimate of the minimum of 14% of closed filing space has been saved. The ASAC at Anchorage expressed the opinion that the project has been worthwhile and convenient in that office in view of the move which they must make into less space.

5. It is bad practice to leave a project of this type to the discretion of 52 different Special Agents in Charge since there would be 52 different results realized.

6. Once the initial work on the project has been completed and it is near completion in many offices a saving for all time will have been realized and the work required to keep it up to date will not be burdensome or expensive.

RECOMMENDATION: Mr. Scheidt is in favor of the suggestion.

Messrs. Conroy, Harbo and Hendon are opposed and recommend that the project be completed as originally ordered.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

09

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 23, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance, was unanimously opposed to this suggestion and recommended that the project be completed as originally ordered.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

THE DIRECTOR

THE EXECUTIVES CONFERENCE

RETURN OF FINGERPRINTS

7/19/46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/10 BY SP-5 CIB/HF

X Ident Matter

The Executives Conference on 7/16/46, those present being Messrs. Tolson, Tracy, Glavin, Ladd, Long, McCabe and Clegg considered the memoranda prepared by Mr. Carlson dealing with the subject of returning fingerprints in the event an individual is acquitted of the charge for which he was arrested and fingerprinted.

The following provisions were considered:

1. The attached proposed memorandum to be sent to the Attorney General supports the proposed circular to be sent by the Attorney General to U. S. Marshals and U. S. Attorneys advising that fingerprint records will not be returned or destroyed. The basis of the memorandum is that the taking of the fingerprint and photographs is a necessary investigative step which is considered an absolute right and not a conditional right; further, that the fingerprints and photographs so taken become an essential part of the official record which may not be returned or destroyed in keeping with the statutory provision concerning the disposition of official records; further, that the persons photographed and fingerprinted and subsequently acquitted are not harmed or prejudiced by the existence of the photograph and fingerprints since it is the indictment and the arrest which develops any stigma rather than the taking and maintenance of fingerprints, particularly if instructions are issued that dispositions should be promptly reported and recorded and that the mere fact that fingerprints have been taken does not connote the commission of the crime charged.

Messrs. Ladd, Glavin, Long, Tracy and Clegg believe this to be the logical, legal and proper view to take of this matter and recommend the transmittal to the Attorney General of the attached memorandum.

2. A second proposition considered was that the Attorney General make known to U. S. Marshals and U. S. Attorneys that fingerprints will be returned when the subject has been acquitted, the case nolle prosequi or otherwise dismissed if the Federal Judge issues a court order for the return and ultimate destruction of the fingerprints based upon the specific arrest for the offense for which the subject was acquitted or the case dismissed. Although this would probably require the payment of some fee to a lawyer to apply for the court order it was pointed out that this procedure would prevent the Bureau being placed in a vulnerable position of making an absolute recommendation against the return of fingerprints under any circumstances and yet it would set up a method of screening and thereby make more difficult than at present the obtaining of the return of a set of fingerprints and perhaps lessen the number which would be returned when compared with the present system.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 JUL 29 1946

Those favoring this procedure were Messrs. Tolson and E. J. McCabe.

3. It was proposed that a memorandum be directed to the Attorney General stating that since the courts had taken cognizance of this matter in the case entitled U. S. vs. Kelly that the matter was one of law rather than administrative decision and that the Bureau therefore believed that the question of law should be resolved by the Attorney General and the Bureau would follow the Attorney General's decision in the matter. This would avoid entering into the argument.

All were opposed to this suggestion.

4. It was proposed that a memorandum be sent to the Attorney General recommending that the present system be continued since it appears that there has been no criticism directed against the Bureau because of the present system and there are not a large number of fingerprints being returned under the system presently in practice. Under the present system if the defendant or his Attorney communicates with the Department requesting the return of fingerprints because of acquittal or dismissal, the Department will consider the merits of the case including whether the subject has a previous criminal record and will decide each case on its own merits. Under this system Mr. Carusi, who usually made the decisions, at times ruled that they should not be returned and at other times rules that they should be returned. Judge Holtzoff ruled rather consistently when he had this responsibility that the fingerprints should not be returned. This would depend upon the attitude of the particular official handling the case.

Mr. Clegg favored this as an alternative in the event the first suggestion was not approved. Mr. Tracy favored this as an alternative if the first provision was not approved with the further provision that U. S. Attorneys be told to resist any attempt to obtain a court order since the obtaining of a court order would set legal precedence which might become too largely followed.

5. Mr. E. A. Tamm suggested that the Attorney General be requested to refer this matter to the Judicial Conference next meeting in Washington and in the event the Judicial Conference would not render a decision on the matter that the Attorney General refer it to the Senate Judiciary Committee for their consideration.

It should be noted that the proposed circular to U. S. Attorneys and U. S. Marshals by the Attorney General and the entire discussions above outlined relate solely to fingerprints in Federal cases.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon

HHC:PJM

Mr. Clegg

RECEIVED
U.S. DEPT. OF JUSTICE
COMMUNICATIONS SECTION

nk
TELETYPE

FBI, WASHINGTON DC

7-16-46

5-29 PM

NAT

SAC, LITTLE ROCK

U R G E N T

RE-REURLET JULY TWELVE, FORTYSIX, OPA RATION RECORDS. BUREAU
SEES NO ADVANTAGE TO YOUR TAKING OVER RECORDS OF OPA. YOU ARE
INSTRUCTED TO REFRAIN FROM ACCEPTING THESE RECORDSXXX RECORDS.

HOOVER

END

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/90 BY SP-5ci/bnr

OK FBI LR HHT

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RECORDED

66-2554-5182
F B I

EX-52

58 JUL 24 1946

51 AUG 5 1946

ORIGINAL COPY FILED IN *66-2554-5182*

THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION: #254
EMPLOYEE: SAC EDWIN J. FOLTZ
PHOENIX FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY 8-5ci/pur

The question was raised as to whether formalized rest periods should be established throughout the field offices for clerical employees. The Phoenix Office pointed out that employees of Veterans' Administration in the same building with the field office were at present allowed fifteen minutes each morning and afternoon to obtain soft drinks and refreshments and it was pointed out that the extreme heat in Phoenix made it desirable to afford the employees an opportunity to obtain a cold drink of some type during the morning and afternoons. As a result the Phoenix Office was previously authorized to permit an outside individual to send in cold drinks for the Phoenix Office Staff twice a day since a vending machine was not available.

The Joint Committee composed of Messrs. R. T. Harbo, R. C. Hendon, E. E. Conroy and E. Scheidt feel that there is no need for a formalized rest period. In the vast majority of offices the staffs are not so large but that employees on an individual basis can leave their work for a short period of time a couple of three times a day without any regimented or formalized rest period. This can, through general supervision, be allowed without abuse. In most offices a formalized period, during which all or a large portion of the employees would be taking a rest period at the same time, would create a bad impression on visitors which is not true where one or two employees on their own volition are gone at a time. In most offices vending machines for soft drinks have been permitted or other similar arrangements are available which automatically handles the problem. It is assumed in Phoenix that where they are allowed to order the soft drinks to be sent up they would be allowed sufficient time to partake of of this.

RECOMMENDATION: The Joint Committee unanimously opposed a formalized rest period in the field and recommended the attached letter be forwarded to the Phoenix Office.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED & INDEXED
335

EX-2

66-2554-5183
F B I
48 JUL 25 1946

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, was unanimously opposed to this suggestion and in agreement with the Joint Committee that the attached letter be forwarded to the Phoenix Office.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
Tracy
Clegg
Glavin
Ladd
Nichols
Rosen
Tamm
Trotter
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

33 JUL 9 1946
CC - Mr. - CB 99

ORIGINAL FILED IN

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #206

EMPLOYEE: ASAC W. C. RYAN
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/BMF

EMPLOYEE SUGGESTS: That it be required for an office requesting the placement of a wanted notice to set out an investigative lead which would be restated in future reports. The employee believes this would aid in cancellation of stop notices which might be overlooked.

ADVANTAGES:

1. The last report submitted in the office of origin would reflect those places in which a wanted notice had been filed thus insuring its withdrawal promptly.
2. This would involve an unnecessary statement of a lead which under present regulations would be restated periodically until the case was closed.
3. The present requirement for a wanted notice index file is for the purpose of insuring that no such notices will be continued indefinitely after the case has been closed.
4. It is presently required that prior to the closing of the case there be thoroughly reviewed for the very purpose of canceling any outstanding wanted notices.

RECOMMENDATION: Unanimously opposed

FOR FILE

EX - 22 INDEXED 30 JUL 26 1946

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 30 1946

THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #203B

EMPLOYEE: SA DALE S. THOMPSON
DETROIT FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/10MP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the requirement for newly appointed Special Agents to attend six weekly conferences in their first field office be eliminated.

ADVANTAGES:

1. The need for such conferences has somewhat decreased since there are not a great number of new Agents reporting to the field and necessary instructions could be imparted by the SAC without a formal requirement as to the holding of conferences.

DISADVANTAGES:

1. It is contemplated that more new Agents' Classes will be held and that additional new Agents will be assigned to the field. The requirement for weekly conferences is valuable in aiding to their experience in training.
2. Even though there are but one or two Agents assigned to a particular office, the requirement for a weekly conference is a good one since there is no required formality and it does insure at least weekly contact between a new Agent and his SAC.

RECOMMENDATION: Unanimously opposed.

RCH:NL

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe and Ladd in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: MR. CLEGG
MR. HENDON

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

EX-1

66-2554-5185
F B I

30 JUL 26 1946

58 JUL 30 1946

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION 204

EMPLOYEE: ASAC W. C. RYAN
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That rather than file signed statements in 1A exhibit envelopes in field offices they be transmitted with the report to which they relate to the United States Attorney.

ADVANTAGES:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/10 BY SP-5 CIB/MP

1. The only use of the signed statement is for presentation at the trial of the case when it becomes a court exhibit.
2. If maintained by the United States Attorneys they would always be available to them for any trial purposes.
3. In many instances, court is not held in the headquarters city and if an Agent is subpoenaed from another field division it is necessary for the office to forward the signed statement either to the United States Attorney or to the Agent in the city where he is to testify.
4. It would constitute some saving of filing space.

DISADVANTAGES:

1. Experience has shown in the past that United States Attorneys misplace and lose signed statements which might in turn cause the loss of the case. They can be better protected when maintained as at present in the field office.
2. The extremely valuable nature of signed statements more than justifies the small amount of space which they occupy in a field office file.
3. At the time the report, including the signed statement, is prepared, it is not definitely known where prosecution will lie.
4. The material contained in the signed statement is available to the United States Attorney since it is included in detail in the investigative report sent to him.

RECORDED

INDEXED

218

30 JUL 26 1946

EX-7

Unanimously opposed by the Executives
Conference on July 24, 1946 with

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Unanimously opposed

EXECUTIVES CONFERENCE ACTION:

Mr. Hendon

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/80 BY SP-5-a/bms

The Executive Conference of July 17, 1946, consisting of Messrs. Tolson, McCabe, Parsons, Ladd, Glegg, Nichols, Tracy and Glavin considered the memorandum concerning the tunnel on the Bureau Rifle Range at Quantico which stated that there is a leakage of water in the tunnel after each rain. This memorandum also stated that the water comes through the expansion cracks and that the only thing that could be done would be to waterproof the tunnel from the outside. Mr. Glegg was of the opinion that the cost of \$6,000 which was estimated about four years ago and would be considered more now, would not justify it since the tunnel at the present time is entirely satisfactory for us and there is no wastage of equipment or damage to the range presently experienced.

The Conference is unanimously apposed to waterproofing the tunnel at the estimated price at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Glegg

RECORDED
&
INDEXED
373

106-2557-5187
30 JUL 26 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

30 JUL 1946

Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe and Ladd in attendance.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #185A

EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/BMP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hondon E. Scheidt

EMPLOYEE SUGGESTS: That in the period for which made where the investigation is of a continuous nature such as in key figure and nationality group investigations, the period reflect the interim between one report to the other eliminating the actual dates upon which work might have been performed.

ADVANTAGES:

1. In many types of cases such as the key figure, nationality groups and anti-trust cases, the investigative period is extensive and covers a long period of time with the result that the setting out of the actual work dates is very cumbersome and long.
2. The periods for which made in such instances serve no great value.
3. It would eliminate a considerable amount of work in assembling the work dates in chronological order as well as additional typing on the part of the stenographer.
4. It is impossible in such reports to identify a particular date with the date upon which the work was actually performed. Thus, the dates are in fact meaningless.
5. Recent Bureau instructions re interim or status reports will result in an increase in the number of separate dates on which investigation is reflected in a single report and hence the period for which made in such instances might set forth a voluminous number of dates and occupy a great deal of space on the first page of the investigative report.

DISADVANTAGES:

1. The inclusion of the actual work dates in the period for which made permits a better check by the daily reports or #3 cards and the investigative reports to determine what work was performed by an Agent.
2. Since under present rules the details do not indicate the dates upon which investigative functions were performed, the period for which made reflecting actual work dates is the only available place in a report to determine what period of time the investigation has covered.

The use of the dates in the period for which made makes it less obvious to other agencies receiving the report that the details cover a rather

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Mr. Hendon

period of time than would be true if it were listed in the details.

RECOMMENDATION: Mr. Conroy is of the opinion that the present rule be changed to require that only the first and last dates upon which investigative work was performed be included.

Messrs. Scheidt, Harbo and Hendon are of the opinion that the period for which made should be eliminated from Page 1 of the report and that the date on which the investigation was made should be shown in the details of the report where such information is pertinent.

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance, was of the unanimous opinion that no change should be made in the present requirement which is that the dates upon which work was performed are to be reflected in the Period for Which Made. It is believed that this is useful for Bureau purposes to reflect upon what dates investigation has been conducted while at the same time not making it obvious to U. S. Attorneys and outside agencies the length of time over which an investigation might extend.

Respectfully,
For the Conference

Clyde Tolson

S. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ks
The Director

July 23, 1946

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 CJ/OMF

On July 15, 1946, the Executive Conference, at which Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long, McCabe and Clegg were present, considered the suggestion of the Laboratory that the specialized training given in Laboratory subjects at the conclusion of the regular 10 weeks of basic training in the FBI National Academy be given in one week instead of two weeks as has been done heretofore.

This can be done as a natural supplement to the information given during the 10 weeks period and it is believed that this is as much time as this specialized subject will require. It has also been found that many of those who desire to study Laboratory subjects also desire to take additional work in other specialized fields and this will allow them to do so.

If approved, the attached worksheet will be adopted for this course.

Respectfully,
For the Conference

CT
Clyde Tolson

EAT
E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

HHC:elk

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
& INDEXED
EX-12

106-2554-5189
30 JUL 26 1946

THE DIRECTOR

7/22/46

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/90 BY SP-54/bmr

The Executives Conference on July 8, 1946, those present being Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Harbo, Rosen, Hendon, Ladd, and Clegg, considered the question raised by the Phoenix Office as a result of the United States Attorney at Phoenix suggesting that when Agents questioned subjects they should be asked if it was their intention to waive indictment in order to enter a prompt plea of guilty. United States Attorney Flynn stated that United States commissioners have been furnished copies of a form of waiver and suggested that the Agent could get this waiver signed and leave it with the commissioner or forward it to the United States Attorney at the time the subject is interviewed and makes a confession.

This matter was discussed at the Executives Conference in considerable detail and it was the unanimous recommendation of the Conference that Special Agents be instructed that under the new rules of criminal procedure after a subject had given a confession and had signed a statement and the Agent had completed his interview with the subject the Agent could then inquire as to the intention of the subject to waive indictment in order to enter a prompt plea of guilty and to obtain from the subject if he so desires a signed waiver of indictment form. It was recognized that this might be considered a prosecutive step; however, the Bureau does sign complaints on United States Attorney's authorization and when the Agent is talking to the subject and has completed the interview and statement, it would require but a small amount of additional time for this waiver to be obtained if the subject desired to sign it, thus expediting prosecutive action. After the interview has been completed and the Agent has departed and a subsequent attempt to obtain a waiver would be considered just as much a responsibility of the United States Attorney or the United States Marshal as our Special Agents, thus the Bureau would not under such circumstances whenever a waiver had not been given initially undertake to obtain such a waiver at a later date.

If this is approved, there is attached hereto a letter to the Phoenix Office and a Bureau Bulletin to this effect.

RECORDED

INDEXED

EX - 22

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

July 17, 1946

THE JOINT COMMITTEE

SUGGESTION #185B

REPLY: SAC H. E. O'Connor
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/10 BY SP-5 Cj/JMP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon C. Scheidt

REPLY SUGGESTS: That a copy of the letter furnished the Bureau bringing up-to-date information and setting out the organization of the Communist party in each field division be furnished to every other field division in order that names of prominent Communists may be indexed.

ADVANTAGES:

1. From time to time a prominent Communist party official or figure from another territory may enter a field division and when his name comes to the attention of that field division his prominence may not be immediately known.

DISADVANTAGES:

1. It is most infrequent that an instance would arise in which an unknown official would enter another territory without his identity becoming known through other sources.
2. The distribution of the organ letter would require a tremendous amount of clerical effort in each office in filing and letters of correction would likewise have to be sent with the same additional work involved.
3. The amount of work which would be involved in carrying out this suggestion would be entirely disproportionate with the justifiable profits which might be derived.
4. The vast majority of such charts from all offices would be of absolutely no interest to the receiving office.

RECOMMENDATION: Unanimously opposed.

FOR: [Signature]

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 18, 1946, with Messrs. Nelson, Mumford, Nichols, Long, McCabe and Hendon in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Olegg
Hendon

INITIALS ON

ORIGINAL COPY FILED IN 100-3-1454

THE DIRECTOR

7/26/46

THE EXECUTIVE CONFERENCE

X4 B-1

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Ladd, Clegg, Hendon and Tracy on July 24, 1946, considered a recommendation of the FDIRA that the baseball team be permitted to play outside games on Saturdays and Sundays in Brooklyn, New York; Williamsport, Maryland; Fredericksburg, Virginia; Frederick, Maryland; Martinsburg, West Virginia; and Baltimore, Maryland, as listed on the attached pink memorandum.

The Conference unanimously recommends approval for outside baseball games to be played as indicated above in any of the localities except Brooklyn. The Conference feels a trip to Brooklyn, New York, would be too far away from the Bureau.

The Conference further recommends in the event the Director approves the suggestion that the FDIRA Officer be instructed that an agent of the Bureau must accompany the team on all trips; further, that expenses only will be paid and in instances where the guarantee exceeds the expenses the excess should be deposited in the treasury of the FDIRA. In the event you approve, the FDIRA Officer will be advised accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/DK

RECORDED
INDEXED

EX-2

166-5574-5192

7 JUL 30 1946

Mr. Tolson - Mr. Clegg
Mr. E. A. Tamm - Mr. Hendon
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 JUL 31 1946

SAC, Phoenix

May 15, 1946

Director, FBI

Field Office Administration

The Bureau approves the recommendation made by you in your communication of May 2, 1946, which would permit an outside individual to send in cold drinks for the ~~X~~Phoenix Office staff once in the morning and once in the afternoon..

With reference to your suggestion that a ten minute rest period be allowed each morning and afternoon, this is to advise you that the Bureau has this particular matter under consideration at this time and you will be advised when a definite policy has been determined by the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/DM

CC: Mr. Hendon

The Executive Conference of May 13, 1946, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy and Glavin approved the above communication going forward to the Phoenix Office and that the special committee will consider at the next meeting the rest period for field offices.

WRC:PC

RECORDED
&
INDEXED

106-2554-5193
F B I
61 JUL 25 1946

COMMUNICATIONS SECTION
MAY 15, 1946

BY - X

66

ORIGINAL COPY FILED IN 66-7492-1579

1946

Director, FBI

June 25, 1946

SAC, Cincinnati

INDEXING OF WANTED NOTICES APPEARING IN
FBI LAW ENFORCEMENT BULLETIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/PA

This office has in the past indexed all names of individuals appearing in the Law Enforcement Bulletin who were wanted as fugitives by the Bureau. This has been done because of the possibility of someone calling to furnish information about a particular individual, having seen that he was listed as wanted in the Law Enforcement Bulletin.

The cancellations of these wanted notices, however, have not been indexed and, therefore, from a search of the indices the only information obtained is that the individual is wanted by the Bureau.

It is not felt that the indexing of these names in this office is of value because if information is received concerning one of these individuals by an individual who has seen the name in the Law Enforcement Bulletin he, of course, would advise where he had seen that the individual was wanted. This office can check it by referring to the Law Enforcement Bulletin. In view of the above, therefore, the Bureau is requested to advise if they desire that we continue to index these names.

GDK:MCC

ADDENDUM; LBN:HBM; 7/2/46

The Executives Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Glegg, Harbo, Rosen, Hendon, Ladd and Nichols, were unanimously of the opinion that there was no need to index individuals appearing in the FBI Law Enforcement Bulletin wanted as fugitives by the Bureau or those wanted by the police. In the event of any inquiry the Field could by teletype quickly ascertain whether the individual was wanted.

Inasmuch as the Cincinnati Office has raised the question, a letter is being sent to all SAC's.

RECEIVED
FBI
JUL 29 1946

EX-33

ORIGINAL FILED IN 74-3-1-1044-1

THE DIRECTOR

July 27, 1946

THE JOINT COMMITTEE

SUGGESTION 71259

EMPLOYER: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-50/BHP

MEMBERS PRESENT: T. T. Harbo E. H. Genroy
R. C. Hendon E. Scholdt

TOPIC: SUGGESTION: That the Translation Section of the Bureau disseminate information from the standard nationality publications to those field divisions to which the same would be pertinent.

ADVANTAGES:

1. This would relieve each field office of the responsibility covering the foreign language or nationality publications in its division.
2. More uniform coverage might result.

DISADVANTAGES:

1. The field office has the responsibility for the full coverage of nationality groups within its area which responsibility encompasses the publication in the field.
2. The suggestion would place a burden on the Seat of Government which its present personnel could not handle.
3. There would be an unwarranted delay in the transmittal of such information from the Bureau to each field office and the same information can more quickly be obtained on the spot.
4. In some instances this delay might make the information valueless.
5. The proposal is cumbersome.
6. An individual field office is in a much better position to know what information the nationality publications is pertinent to its field division than is the Translation Section of the Bureau.

RECOMMENDATION: Unanimously opposed.

CONFERENCE ACTION:

Unanimously opposed by the Executive Conference on July 18, 1946, with Messrs.

respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

ORIGINAL COPY FILED IN

66-1855-5-1079

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 AUG 6 1946

TO: THE DIRECTOR

July 26, 1946

FROM: THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C. B. J.

SUBJECT:

The Executive Conference of July 23, 1946, consisting of Messrs. Tolson, E.A. Tamm, Ladd, Long, Nichols, McCabe, Hendon, Tracy and Glavin reconsidered a suggestion made by Miss Sara Lewis of the Atlanta Division concerning the approval of a form to be utilized by the Field, particularly the Atlanta Office, in forwarding the salary and expense checks to Special Agents assigned to the Atlanta Division when they are absent from their headquarters city.

The Joint Committee had first considered the suggestion made by Miss Lewis and was unanimously opposed to the use of such a form letter, pointing out that there is no requirement that the Agent receipt for a check sent to him, that since checks are transmitted under registered mail without a return receipt requested, the registration receipt itself is sufficient and no communication, form, or otherwise is necessary. The Joint Committee points out that this would just be another form.

The Executive Conference, on July 17, considered this suggestion and was in agreement with the recommendation of the Joint Committee.

The suggestion was re-presented by Glavin who advised the Conference that he felt the suggestion was a worthy one. Glavin pointed out that if checks are sent to Agents in the Field from the various divisional offices without any letter of transmittal, it is entirely possible that certain checks would be lost with the result that the employer would be forced to wait for a long period of time before a duplicate check would be issued by the Treasury Department.

Glavin pointed out that the Bureau, in forwarding checks to the Field, encloses a memorandum to the Special Agent in Charge listing all employees to receive checks. Prior to doing this, in a number of instances, claim was made by the Field that certain checks were not received. There was no check on the Field by the Bureau to insure that all checks received were properly distributed. Glavin pointed out that the mere registering of the item was no assurance that the check would be properly delivered, that if more than one check is sent in an envelope it is entirely possible that one or more checks could be left in the envelope and destroyed. This has happened on a number of occasions in the past. If a letter is enclosed with the checks it serves as a check list for the enclosures and this difficulty is not experienced. The majority of the Conference, consisting of Tolson, Ladd, Tracy, Long, McCabe, Nichols and Glavin, recommended that the form be approved.

Messrs. E. A. Tamm and Hendon are opposed to the approval of the form, stating that the registering of a check when it is sent in the mail to Field Offices should be entirely sufficient and that there should be no difficulty in seeing that the check was appropriately delivered; furthermore, the utilization of the form is just

RECORDED
&
INDEXED

347

EX - 7

66-2554-51916

57 AUG 1 1946

unnecessary work for the various divisional office.

Respectfully submitted,
FOR THE CONFERENCE

✓

Clyde Tolson

E. A. Tamm
E. A. Tamm

THE DIRECTOR

7/22/46

THE JOINT COMMITTEE

SUGGESTION #260

WILLIAM A. MURPHY

SAC, SAN DIEGO FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/10/90 BY SP-5 CIP/HP

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the names of individuals on whom local police agencies in the State of California are asking for criminal records from the Bureau through the state teletype and Bureau radio hookup via San Diego not be indexed in the San Diego Office.

SAC Murphy points out that a special file has been set up in which this material is placed organized similar to the zero files of the office. At the present the names are indexed in this file.

ADVANTAGES:

1. There is no value in indexing the names on the criminals who are of no interest to the San Diego Office.
2. Since these matters are handled within a period of two or three days, indexing is not necessary for the San Diego Office to locate an incoming request for the criminal record since this could be done in a very rapid manner visually.
3. It would save unnecessary clerical work required in the indexing and would save space.

DISADVANTAGES:

None.

RECORDED

INDEXED

RECOMMENDATION: The committee was unanimously in favor of this suggestion and that the attached letter go forward to the San Diego Office.

ECM:PJP

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Unanimously approved by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

CC - Mr. Clegg

Clyde Tolson

E. A. Tamm

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #265

EMPLOYEE: FORNEY E. MICHAEL
CHIEF CLERK, CHARLOTTE FIELD OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY 9-561/BJ

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau permit the use of a regular chargeout
slip for insertion in a zero file when serials are removed
therefrom to open a case upon which would be reflected the file number of the
case being opened.

ADVANTAGES:

1. This would eliminate the need for preparing a memorandum to be placed in the zero file to account for the removal of the serials.
2. This is a practice followed by many field offices at the present time and there is nothing in the Bureau's regulations which would prevent such practice.

DISADVANTAGES:

None.

RECOMMENDATION: Unanimously agreed that the attached bulletin go forth to the field.

RCH:PJ *PJ*

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Clegg

309
RECORDED
&
INDEXED

Clyde Tolson
E. A. Tamm

66-2554-5198

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #255

EMPLOYEE: SA ARTHUR F. LORTON, JR.
SAVANNAH FIELD OFFICE

Executive Conference

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That instructions be issued to the field as to the best manner in which to submit a fingerprint to the Bureau in order to insure a special or expedite reply.

ADVANTAGES:

1. Many instances presently arise because of the new rules of Federal Criminal Procedure in which the subject likes to enter a plea of Guilty and it is necessary to obtain his criminal record as quickly as possible so that it will be available prior to sentence.

2. Where a letter or teletype is sent to the Bureau subsequent to the submission of the fingerprint card requesting an expeditious transmittal from the Bureau of the criminal record a difficult burden is placed upon the Identification Division in getting the incoming communication and fingerprint card together for proper handling.

3. There is at present a lack of uniformity in requesting criminal records urgently needed and the adoption of a uniform method which would create the least amount of difficulty to the Identification Division would be highly desirable.

DISADVANTAGES:

None

RECORDED

EX - 22 INDEXED

166-2554-5199

21 JUL 30

9

RECOMMENDATION:

Unanimously recommended that instructions be issued to the field as set out in the attached proposed bulletin to the effect that where a special transmittal of the criminal record is desired a notation wherever possible to that effect should be placed on the back of the incoming fingerprint card. This fits in most efficiently with the regular routine of the Identification Division and insures a most expeditious reply with a minimum amount of work than can be accomplished through the transmittal of a special teletype or other communication making the request like a form or letter of transmittal. Sending in the fingerprint for the purpose of requesting special handling serves no purpose whatsoever.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

1946

[Handwritten signature]

ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance, was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

EAT

E. A. Tamm

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #193D

EMPLOYEE: SAC J. B. TROST
ATLANTA FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJB/BJ

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That clerical employees be permitted to review and initial daily reports submitted by Agents rather than requiring this of the supervisory staff.

ADVANTAGES:

1. It would conserve the time of the SAC and supervisors.
2. The clerical employee could route to the SAC any daily reports which the employee thought should come to his attention.
3. The SAC could make occasional spotchecks to determine any delinquencies.

DISADVANTAGES:

1. The reviewing of a daily report is certainly a supervisory and administrative responsibility which should not be delegated to a subordinate employee.
2. The fact that the daily reports are briefer than they formerly were makes it even a lesser burden on the supervisory official to review them than it previously was heretofore.

RECOMMENDATION: Unanimously opposed.

RECH:WL

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance, was unanimously opposed to this suggestion and recommended that the attached letter go forward to SAC Trost at Atlanta.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

58 AUG 6 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #203A

EMPLOYEE: SA DALE S. THOMPSON
DETROIT FIELD DIVISION

July 23, 1946
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C/P/M

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Schmidt

EMPLOYEE SUGGESTS: That upon receipt of a complaint in such cases as fraud against the Government, a pending report be submitted upon the basis of the preliminary information obtained and the copy sent to the field office of the War Frauds Unit, and that upon receipt of a request from the War Frauds Unit field office an investigation be instituted without clearance through the Bureau with the Department.

ADVANTAGES:

1. It was suggested that this would eliminate the delay of 30 to 60 days before instructions are received from the Bureau for the institution of investigation in this case.

DISADVANTAGES:

1. Cases of this type by Departmental policy must be cleared specifically by the Seat of Government with the War Frauds Section. The field offices of the War Frauds Unit do not have authority to request investigations in these cases prior to the time clearance is obtained from the Seat of Government (Department) and consequently no saving in time would be effected.
2. It is advisable from the Bureau's policy standpoint for these cases to be authorized by the Department and discretion does not rest with the FBI.

RECOMMENDATION: Unanimously opposed.

RECEIVED 9/1

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance. *Letter attached.*

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

58 AUG 1946

RECORDED

INDEXED
355

EX-7

JUL 30 1946

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

July 18, 1946

THE JOINT COMMITTEE

SUGGESTION #167

EMPLOYEE: MRS. FLORENCE APOLLONIO
BOSTON FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/DNF

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Schmitt

EMPLOYEE SUGGESTS: That the daily stenographic report and weekly recapitulation sheet required of stenographers in the field be eliminated. In its place it is suggested that a single sheet be maintained by a designated clerical employee showing each stenographer's pending work. After a stenographer had taken dictation and placed the dictation slips on the files, to which dictation slips would be added a statement as to the estimated number of pages to be typed, the files would be routed through the designated clerical employee who would tabulate on to the single sheet the amount of work to be performed. Further, in order to obtain the number of pages typed each day by the stenographer, all mail would be routed over the desk of a designated clerical employee where the pages would be counted and tabulated.

ADVANTAGES:

1. The preparation of the daily report requires an amount of time estimated to be as high as fifteen minutes per day on the part of each stenographer, which time could be devoted to actual transcription work.
2. The stenographer would transcribe the dictation in the order given rather than giving a preference to that carrying the oldest period for which made an impression done at the present.

DISADVANTAGES:

1. The SAC or supervisory official would be deprived of a copy of the daily report from which to supervise the stenographic work.
2. The present daily report permits a study of the production of individual stenographers and has a tendency to inspire them.
3. The above suggestion is more cumbersome and awkward than the present system which operates very smoothly.

RECOMMENDATION: Unanimously opposed.

RECORDED INDEXED 30 JUL 30 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

CONFERENCE ACTION: On July 22, 1946, Messrs. Tamm, Nichols, Ladd, Hendon, Clegg, Glavin and Tracy considered the above. Mr. Ladd was in favor of the suggestion and further recommended that the present system be continued. HHC:elk

1946

Mr. Hendon

Clyde Tolson
E. A. Tamm

THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #263

EMPLOYEE: WILLIAM A. MURPHY
SAC, SAN DIEGO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/DTF

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau alter its present policy in deserter matters of setting out a lead for the office covering a military establishment from which the individual deserted to contact such establishment at the outset of each deserter investigation, and that such a check not be made until after checks have been made at the person's residence and the residence of his close relatives.

ADVANTAGES:

1. SAC Murphy states that in the greater majority of the cases the results of the inquiry disclose the deserter as not returned to military control and the file on the subject has been forwarded to the service headquarters with the result that no information of value is obtained.

2. There would be a saving in investigative time resulting from eliminating these routine checks and making them after other inquiries have been handled in many instances.

DISADVANTAGES:

1. It should be possible to arrange to handle these checks telephonically and in a few instances it will be found that the deserter has already returned to military control.

2. It would be embarrassing to the Bureau to make one investigative inquiry when a man had actually returned to military control.

3. The fact that a routine check of this nature will result in eliminating the necessity for further investigation in even a small percentage of the cases is sufficient to justify the continuance of the present procedure.

4. There is a time lag between the date of desertion and the notification of the FBI headquarters and subsequently the field office before an investigation is started. During the interval a certain percentage of the deserters will have been returned to military control.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 24, 1946.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

EX-29
RECORDED
&
INDEXED
351

166-2554-5203
JUL 30 1946

with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and
Tracy in attendance.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

The Director

July 29, 1946

The Executive Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5C/BMS

At a meeting of the Executive Conference on July 29, 1946, attended by Messrs. Tamm, Nichols, Tracy, Glavin, Hendon, McCabe, Long and Ladd, the suggestion of the Albany Office to the effect that the Bureau contact the 5,000 former members of the United States Army's Counterintelligence Corps and develop a program for handling them similar to the American Legion program was discussed.

It was pointed out to the Conference, first, that difficulty would be found in securing a list of these 5,000 individuals, inasmuch as the Army did not have their records in such manner that this information could be obtained from one central source. Secondly, it was pointed out that a great many of these individuals would be former law enforcement officers and also a number would be Federal law enforcement officers from Secret Service, Internal Revenue and other investigative agencies, since it was the policy of the Army to utilize those law enforcement officers in the CIC program.

The Conference was unanimously opposed to the adoption of any program envisioning the use of the former CIC men.

In the event you approve the action of the Conference, there is attached a letter to the Albany Office setting forth these facts.

Attachment

Respectfully,
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

DLL:omv

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 AUG 7

1946

The Director

July 19, 1946

see
The Executive Conference

At a meeting of the Executive Conference on July 19, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Long, McCabe and Ladd, the attention of the Conference was called to the fact that during the war all violations of the Train Wreck Statute were investigated as sabotage and reports and other communications from the field were submitted to the Bureau under the character sabotage. It was suggested to the Conference that in view of the fact that the war has ended, the character of such cases should be changed and should be carried as Federal Train Wreck Statute rather than as sabotage.

The Conference was unanimously in favor in regard to this recommendation and recommended that the supervision of these cases continue in Division Five on the Sabotage Desk rather than have it transferred back to Division Six, which division formerly handled them prior to the war.

In the event you approve, the attached bulletin will be sent to the field.

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Respectfully,
For the Conference

✓
Clyde A. Tolson

EAT
E. A. Tamm

RECORDED & INDEXED

cc - Mr. Clegg
Mr. Hendon

DML:cmw

EX - 10

get
12
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

43
52 AUG 7 1946

COPY:FC

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-09-2011

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : EXECUTIVES' CONFERENCE
SUBJECT:

DATE: July 3, 1946

~~CONFIDENTIAL~~

The Executives' Conference considered the question raised by the attached correspondence from

[redacted] as to whether the Bureau should withdraw from [redacted] in view of the fact that [redacted] from Washington.

b7D

Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd and Rosen are of the opinion that despite the withdrawal of [redacted] representative from Washington, the Bureau should continue to maintain a [redacted]. Mr. Ladd advised the conference that the [redacted] has obtained from the [redacted] a great deal of information which has been of value to the Bureau. Mr. Ladd further advised the conference that apparently [redacted] does not have any appreciable number of younger men who are qualified to handle the intelligence matters and these few men must be maintained [redacted] with the result that [redacted] does not have a man who he considers qualified to maintain at Washington.

b7D

Mr. Tamm is of the opinion the Bureau should withdraw its [redacted]. He feels that through the war years the [redacted] was necessary and desirable and produced a satisfactory volume of material of general interest to the Bureau. He does not feel, however, that in the light of the Bureau's curtailed appreciation and decreased investigative staff that the Bureau will continue to obtain on a dollar and cents' basis an adequate return for the cost of maintaining [redacted]. He believes that the normal problems arising with [redacted] can be satisfactorily handled by sending a man to [redacted] every two or three months as the exigencies of [redacted].

b7D

307 RECORDED
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INDEXED

66-2554-5206
F B I
61 AUG 12 1946
Classified by SP-5C/10H
Declassify on: OADR

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5C/10H

58 AUG 20 1946

ORIGINAL COPY FILED IN 62-55477-17

Memo for the Director

~~CONFIDENTIAL~~

developments require. He feels further that either because of the unavailability of information to [redacted] or for other reasons, in the recent Communist case in [redacted] the Bureau's liaison man did not obtain anything which the Bureau would probably have obtained anyway through [redacted] in due course. In this case Mr. Tamm feels that the only fundamental difference in the situation due to the liaison man was that we received some of the highlights by telephone whereas we would probably have received them by letter from [redacted] if we didn't have [redacted] there. Mr. Tamm believes that [redacted] in selected foreign countries upon a law enforcement level are desirable but he does not believe that the assignment at [redacted] is necessary. (X)

b7D

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

CC- Mr. Clegg
Mr. Hendon

Director's notation: "I will approve majority view though personally I favor Tamm's conclusions. However we will await our final view of European & Tokyo set-ups & consider [redacted] along with them."

b7D

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

THE DIRECTOR

7/25/46

THE EXECUTIVES CONFERENCE

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the inquiry transmitted by the State Department as to whether three representatives of the Police Department at Reykjavik, Iceland might take courses in police training in the United States.

The Conference was unanimously of the opinion that it should be permitted that the Reykjavik Police Department could send one representative to three separate sessions of the Academy so that not more than one representative would be in one class.

If this is approved there is attached hereto a letter to the State Department accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C. B. F.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJA

58 AUG 7 1946

EX-2 RECORDED
&
INDEXED

66-2554-5207

July 16, 1946

Director, FBI

SAC, Birmingham

Executive Conference
OFFICE HOURS
BIRMINGHAM FIELD DIVISION

In the Bureau is aware, I have been reluctant in the past to recommend that this office be closed from midnight until 8 A.M. daily in view of the fact that our building is located in a poor neighborhood several blocks outside the downtown business section of Birmingham. It now appears, however, that these considerations of maximum security must defer to the need for additional investigative manpower; and inasmuch as by closing at midnight daily we can save the services of seven agent days per week, it is recommended that the Bureau grant permission to adjust our hours at this time.

It has recently been possible with the return of three male clerical employees from military leave to have three male clerical employees take the place of three Special Agents on duty each week end, thus leaving only three shifts to be handled weekly by Special Agents. In connection with this recommendation also I had contemplated placing Special Employee WILLIAM P. HOLLOWAY, who is presently handling the shift from 12 midnight to 8 A.M. five days weekly, on limited investigative work; however, he has just been transferred to the Philadelphia office.

It should also be noted that with the recent change in management of the Martin Building a slightly better type of building employee is being hired, with the result that I feel some improvement in this regard with a view to safety precautions here has occurred, and this is mentioned in further support of my recommendation that we be permitted to close at midnight, reopening at 8 A.M. daily.

Please advise as soon as possible in this connection.

RJA:rlg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/50 BY SP-5 CIB/BR

RECORDED
&
INDEXED

313

7-50

66-2554-5208
F B I
48 Aug 2 1946

ORIGINAL FILED IN 66-2554-215

COPY:FC

66-7537-574

RECORDED

EX-100

SAC, Birmingham

July 26, 1946

Director, FBI

Office Hours
Birmingham Field Division

a
X
The Bureau approves recommendation made by you in your communication of July 16, 1946, that the Birmingham Divisional Office be closed from midnight until 8 A.M. daily.

The Bureau should be advised by you as to the date your new office hours schedule will be instituted.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/90 BY SP-5 C. DMF

The Executive Conference of July 23, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Long, McCabe, Hendon, Nichols, Tracy and Glavin approved the communication going out.

COMMUNICATIONS SECTION
JUL 29, 1946

WRG:hr

57A

62

ORIGINAL FILED IN 66-7537-574

FEDERAL BUREAU OF INVESTIGATION

1946

☒ The Director
☐ Mr. Tolson
☐ Mr. Ladd
☐ Mr. Rosen
☐ Mr. Clegg
☐ Mr. Glavin
☐ Mr. Nichols
☐ Mr. Tracy
☐ Mr. Harbo
☐ Mr. Hendon
☐ Mr. Pennington
☐ Mr. Quinn Tamm
☐ Mr. Nease
☐ Mr. Coyne
☐ Miss Gandy
☐ Mr. Carson

☐ Records Section
☐ Personnel Files
☐ Send File
☐ Bring file **77920**
 to-date
☐ Search, serial-
 ize, and route
☐ Reading Room
☐ Mechanical Section
☐ Bureau Supply Section
☐ Mail Room

☐ Miss Stalcup
☐ Miss Gray
☐ Miss Butcher

☐ See Me

Mr. Tolson.....	
Mr. E. A. Tamm.....	Call me re this
Mr. Clegg.....	Note and return
Mr. Glavin.....	
Mr. Ladd.....	File
Mr. Nichols.....	
Mr. Rosen.....	Stamp and mail
Mr. Tracy.....	Prepare tickler
Mr. Carson.....	Call these files
Mr. Egan.....	
Mr. Gurnea.....	
Mr. Harbo.....	
Mr. Hendon.....	
Mr. Pennington.....	
Mr. Quinn Tamm.....	
Mr. Nease.....	
Miss Gandy.....	

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/17/90 BY SP-5 CIP/ST

Edward A. Tamm

5734

THE BUREAU OF COMMERCE

5508

Agent Koehler suggested that a statement be printed on future original fingerprint cards as follows:

*Subject being detained—Expedite report desired as indicated by checkmark below:

(a) Furnish Criminal Record via
Coldest Telegram (Check here) or
Air Mail (Check here)

(b) If No Criminal Record Advice via
Collect Telegraph _____ {Check here} or
Air Mail _____ {Check here}

The Conference was unanimously opposed in that it would be natural for law enforcement agencies to check airmail in all instances, thereby increasing the expense to the Bureau unacceptably. Criminal records are furnished airmail west of the Mississippi River at no present time and in addition whenever specifically requested.

Agent Eeckler also suggested that each field division be furnished a rubber stamp bearing a list of additional services performed by the Identification Division of the Bureau, such as name checks and comparison of fingerprints with other government agencies. The Conference was of the opinion that agents are adequately informed through bulletins as to the nature of services available, and that such a rubber stamped list appears to be an unnecessary step and expense.

This Agent further suggested that the rubber stamp referred to above be used on the form sent in by the field requesting a criminal record. The Conference was unanimously opposed for the same reason set out in the previous suggestion.

Agent Zachler further suggested that a statement be printed on future
copies of criminal fingerprint cards as follows: "Spanish copy of criminal record
field division". The Conference was unanimously opposed inasmuch
as fingerprint cards now carry the maximum amount of printed matter and further
printed matter is not justified. U. S. Marshals have stamps which they use in

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

100

RE ORIGINATED FOR THE DIRECTOR.

JULY 26, 1936

65085

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

instances where an additional copy of the original record is to be sent to the FBI field division. The Conference was unanimously of the opinion that it is not believed necessary that such a statement be printed on the fingerprint card.

Agent Koehler further suggested that a brief statement in small type be published at the end of the FBI Law Enforcement Bulletin explaining the reasons for, and emphasizing the importance of furnishing, where available, a photograph and the descriptive data desired on the back of fingerprint cards. He believed that in this way contributors would understand the reasons for and appreciate the value of furnishing photographs and descriptive data. The Conference unanimously recommended approval of this suggestion.

This Agent further suggested that future supplies of original record forms bear a printed legend setting forth the various terms used in original records and their respective abbreviations. The Conference was advised that the back of the original record form would not provide sufficient room for all abbreviations. Further, that a complete list of the abbreviations used is from time to time furnished to all field offices for their information. The Conference unanimously recommended against the adoption of the suggestion.

Agent Koehler further suggested that a rubber stamp be used to stamp the same original terms and abbreviations upon the sheet of investigative reports which sets forth a criminal record in those instances where a copy of the report is designated for someone outside the Bureau, such as a U. S. Marshal. The Conference was unanimously against the adoption of the suggestion for the reason that the number and/or size of such a rubber stamp would make the suggestion itself impractical.

Agent Koehler further suggested, with reference to complaints by law enforcement agencies of the length of time it takes to receive a criminal record, that the date of the receipt of the fingerprints be included on the outgoing criminal record form in order that the law enforcement agency might know the date the fingerprints were in fact received at the Bureau. This would tend to explain that portion of the time taken in transit. The Conference was unanimously opposed to the suggestion for the reason that it would mean an additional typewritten sentence on each and every criminal record sent out from the Bureau and the additional work and additional personnel needed would not justify the adoption of this suggestion.

If you approve the Conference's recommendations, there is transmitted herewith a letter to Agent Koehler thanking him for the suggestions.

Respectfully,
For the Conference

Glyde Tolson

cc - Mr. Clegg
Mr. Hendon
Attachment

E. A. Tamm

August 1, 1940

65083

The Executives Conference, consisting of Messrs. Tracy, Glavin, Ladd, Nichols, considered the request of Captain John D. Hennison for an explanation as to why he had been removed from the Bureau's mailing list.

It will be recalled that Hennison made statements that his instructor at the FBI National Academy had advised him that the best line for him to follow was that of juvenile delinquency, that he identified his instructor in a newspaper story as the Director of the FBI. Furthermore, he issued a statement to the press and to the local officials in Omaha that the Director had told him to go to Kansas City and study their juvenile delinquency setup, which was the best in the country.

The facts are that he has never talked to the Director and has been a perpetual trouble maker.

The Conference was unanimous in recommending that SAC Logan, who has submitted detailed reports on Hennison, be instructed to call on him and advise him why he has been removed from the mailing list.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Glegg
cc - Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

RECORDED
&
INDEXED

73
EX-76

66-7554-5210

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 101 ~ Duplicate

FBI File Number 66-HQ-2554, Section 35

THE DIRECTOR

August 2, 1946

CONFIDENTIAL CONFERENCE

CONFIDENTIAL REPORT TO FEDERAL BUREAU
OF INVESTIGATION

Tolson

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Nichols, Long, Nichols, Hendon, Tracy and Hinde, unanimously recommended on July 30, 1946, that Bureau Form FD-94, entitled "Confidential Report to the Federal Bureau of Investigation," be removed from the FBI Form Book inasmuch as these reports are now practically obsolete.

The attached bulletin should be sent to the field if approved.

Respectfully,
FOR THE CONFERENCE

Tolson
Clyde Tolson

EAT
E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

LAM:djb

RECORDED & INDEXED

135

66-2554-5211

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

...ual expenses monthly, or by reimbursement at the rate of 5 cents per mile for his automobile. Messrs. Tracy and Long are in agreement that this officer should be so reimbursed. The remainder of the Conference, consisting of Messrs. E. A. Tamm, Clegg, Nichols, Ladd, Hogue and Hendon, is opposed to any payment whatsoever being made to this officer by the El Paso Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Hendon

CC: Mr. Hendon
Mr. Clegg

1. I am in agreement to reimburse this officer in this case in view of the unusual circumstances. It is not to be taken as a precedent.
2. That El Paso clear up matters connected with the quarters at El Paso before originating any further action. Entering into arrangements for the use of El Paso Police for inspection on FBI cases?

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THE DIRECTOR

7/26/46

THE EXECUTIVE CONFERENCE

The Executive Conference of July 25, 1946, consisting of Messrs. E. A. Tamm, Clegg, Nichols, Ladd, E. J. McGuire, Hendon, Long, Tracy and Glavin considered a request received from the SAC at El Paso, Texas, to reimburse a detective of the El Paso Police Department in the amount of \$50 a month, due to expenditures made by the detective in question arising out of investigative activities performed by him for the El Paso Office.

For the Director's information, Detective Isiao, of the El Paso Police Department, handles leads in Mexico and the El Paso Division. Prior to July 1, 1946, he had been permitted to use a car of the El Paso Police Department, but since that date, due to curtailed appropriations of the Police Department, it has not been possible to assign a Police Department car to him and as a result thereof he has utilized the use of his personally-owned automobile. The SAC in El Paso states that this detective is available for any work the El Paso Office is desirous of assigning to him. SAC Suran states that he has been of particular value to the El Paso Office; that in a period of 15 days, since July 1, the work of this detective has saved the Bureau several hundreds of dollars with the information he has been able to secure from informants and other individuals in Mexico, which information would have been impossible for this office to secure due to the regulations restricting Agents in the conducting of investigations in Mexico. SAC Suran further states that through this detective making such investigations for us in Mexico, many cases will be brought to a logical conclusion which would otherwise be "dead end" cases. During the period from July 1 up to July 16, this detective was directly responsible for the location of approximately 15 Selective Service subjects who are residing in Juarez or the interior of Mexico, and, in addition, has been responsible for the location of 5 deserters residing in Mexico, and the arrest of one deserter in El Paso. The Agent in Charge feels that an expenditure of \$50 a month would be entirely warranted in this case.

RECORDED

66-2554-5212

EX-42

The majority of the Conference felt that it would be an undesirable precedent to set to pay this police officer for the services rendered by him. The majority points out that if we set a precedent in this case it will be necessary to defray expenses to police officers who have rendered assistance to us in other cases.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Tracy
Harbo
Rosen
Coffey
Belmont
Mohr
Starnes
Gandy

Mr. Glavin pointed out to the Conference that police officers in many cases are reimbursed for added expenditures made by them when they are assisting us on investigative cases. Mr. Glavin recommended that since this police officer is money out of pocket due to his position with the Bureau in handling certain work in Mexico, that he be reimbursed

12 AUG 8 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

7/29/46

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Hince, Hendon, Nichols, Long and Tracy on July 29, 1946, considered the matter of securing typists for the Identification Division.

The Conference considered a suggestion of Mr. Tolson that clerical employees in the Identification Division be enrolled in a class to be operated entirely on Bureau time all day until they learned to type. The Training Division advised that typists can be taught under such circumstances in thirty days and that persons with typing ability can be taught in probably three weeks.

The stenographic class recently approved by the Director is not immediately necessary according to the Chief Clerk's Office, therefore, the Conference unanimously recommends the stenographic class be postponed for the time being and that the two available instructors from the Training Division be assigned full time to the conducting of the typing classes in order to meet the needs of the Identification Division for typists.

If the Director approves, two typing classes of approximately fifty students each will be started Monday, August 5, 1946, and continue until the students have passed the Bureau's typist test.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Clegg
Mr. E. A. Tamm
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Gandy

EX-66 RECORDED
&
INDEXED

66-2554-5213

52 AUG 8 1946

COPY:FC

SAC, NEW YORK

July 26, 1946

DIRECTOR, FBI

MILITARY CADET RESERVE

CAPTAIN ALBERT C. RAMOS

IDENTIFICATION MATTER

There is enclosed a photographic copy of a letter addressed to the Bureau under date of June 29, 1946, by one Captain Albert C. Ramos, Military Cadet Reserve, New York City, together with the personal identification fingerprint card on Colin Torres, which he enclosed with his letter. There is also enclosed a photographic copy of a petition dated February 25, 1946, relative to the formation of an organization similar to the Junior Deputies of America, which contains the names of Albert C. Ramos and the majority of the persons listed in the letterhead of his letter dated June 29, 1946 as being affiliated with this organization.

The Bureau files reflect that Ramos on April 25, 1944, was picked up in New York City while he was illegally wearing the uniform of a Second Lieutenant in the United States Army Air Corps, which is covered in your file 43-1281.

From this material it would appear very doubtful that this individual is of the proper type to engage in youth activities or with whom the Bureau should in any way become involved. It appears possible should the Bureau accept the personal identification fingerprint cards which he desires to submit they might be utilized as an endorsement of his organization. Accordingly, no reply is being made to his letter and it is desired that you have a qualified Agent contact Ramos and advise him that such fingerprint cards cannot be accepted by the Identification Division unless submitted through a local police agency. Of course, if the Agent determines that a fee of any kind is involved in the taking of the fingerprints, Ramos should be advised that pursuant to the Bureau's policy they cannot be accepted for that reason.

Please advise the Bureau of the results of this contact and also confidentially obtain further background information concerning the Military Cadet Reserve so that it will be available in the Bureau's files for any future reference.

Enclosure
RCH:DW

Approved by the Executives Conference

COMMUNICATIONS SECTION
JUL 27, 1946

RECORDED
& INDEXED

166-2554-5214
F B I
48 AUG 6 1946

58 AUG 20 1946

The Director

July 24, 1946

The Executive Conference

There is a Training School scheduled to be held at Pensacola, Florida, and in attendance there are 9 civilian guards from the Naval Air Station, 3 Military Policemen from an Army Post and 1 enlisted man from the U. S. Navy at Pensacola. They are being taught certain subjects incident to their guard duties, including fingerprints. They requested 13 copies of the booklet, "Classification of Fingerprints."

This matter was discussed at the Executives' Conference, Messrs. Tamm, Nichols, Hendon, Ladd, McCabe, Long, Tracy, Glavin, and Clegg being present. Mr. Glavin and Mr. Nichols did not believe that these pamphlets should be furnished since the officers were not law enforcement officers, although other members of the Conference felt that the booklets should be furnished and, if approved, there is attached a letter advising that the 13 copies are being transmitted.

Attachment

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Hendon
Mr. Clegg

E. A. Tamm

HHC:elk

106-2554-5215
F B I
46 Aug 2 1946

RECORDED
INDEXED
EX-25

ORIGINAL FILED IN 106-2554-5215

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Perrington
Quinn Tamm
Nease
ss Gandy

July 24, 1946

SAC, Omaha

RE: ~~FURNITURE~~
OMAHA DIVISION

Dear Sir:

Reference is made to your communication of July 12, 1946, concerning the securing of certain new furniture for your office.

At the present time, under Government Procurement regulations, it is not possible to purchase new furniture unless no surplus furniture can be secured from Government sources. At the present time the surplus stock of furniture in the Government service is large and the Bureau could not purchase any furniture at this time.

It is entirely possible that, through one of the branch offices of War Assets Administration located in your division, you may be able to locate the type of furniture you are desirous of securing for your office. If you do, the Bureau is desirous of being advised by you so that appropriate steps can be taken to secure the transfer of that furniture to you. At this time there is no executive furniture available in Washington.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of July 18, 1946, consisting of Messrs. Tolson, McCabe, Long, Nichols, Mumford, Hendon, Tracy and Glavin approved this letter going out.

COMMUNICATIONS SECTION
JUL 25, 1946

WRG:ejm

52 AUG 15 1946

RECORDED
& INDEXED64-2554-5216
F B I
48 AUG 7 1946

INT. SEC. DIV.

ORIGINAL FILED IN 66-29-

C
O
P
Y

TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT:

DATE: 7/31/46

The Executive Conference of 7/26/46, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Hince, Ladd, Long, McCabe and Glavin considered two suggestions submitted by Joan A. Hegne, Clerk, in the San Francisco Field Office, concerning the practice of submitting leave slips.

1. This employee suggests that the practice of submitting leave slips for less than a period of one day be discontinued, both for sick leave and annual leave.

In so far as sick leave is concerned, it is necessary to have such slips submitted in harmony with the leave law. The Bureau cannot make any change in this particular regard.

With reference to the submission of annual leave requests, the Bureau has requested the submission of such requests in cases of emergency annual leave so that we would not have to have an employee go over the sign-in and sign-out registers on the following day for the purpose of initialing the registers to show that part-day annual leave was taken. This policy has been approved for the Bureau by the Civil Service Commission.

2. Miss Hegne suggests that Field Divisions use the sign-in and sign-out registers presently used at the Seat of Government instead of the number one register that is now used, in order that the names could be alphabetical.

It is felt that the number one register has proved very satisfactory for use in all field offices, regardless of the size of the office. It provides the SAC with the knowledge of the order of arrival of his employees and allows a quick method of determining those late.

The Conference recommends therefore, that favorable action not be given to either of the suggestions submitted by this clerk. If the Director approves, there is attached hereto a communication directed to Miss Hegne concerning these suggestions.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED
&
INDEXED

Clyde A. Tolson

CC-Mr. Clegg
Mr. Hendson

WRG:rem

E. A. Tamm

52 AUG 9 1946

THE DIRECTOR

July 30, 1946

The Executive Conference

At a meeting of the Executive Conference on July 30, 1946, the conference was advised that Colonel Banks of the Manhattan Engineering District had informed the Bureau that he was concerned about turning over subversive files developed by the Manhattan Engineering District to the new Civilian Commission which might be appointed to control the atomic bomb. He stated that during the course of the development of the bomb, the Manhattan District had developed subversive files on a number of employees throughout the country, that he and other officers of MED were going to make a tour of the different districts of MED and gather the files on the subversive individuals, bring them to Washington and that they were desirous of turning these files over to the Bureau for whatever disposition the Bureau desired, that is, the Bureau could work them into their own files or index them and maintain them in any manner desired by the FBI, but that he was very fearful that in the event any liberals or subversives were appointed to the commission, that it would be disastrous to have these files turned over to them since some of these files contained Bureau reports and information.

Colonel Banks stated that it was proposed that under this plan if the Bureau agreed to accept these files, to turn over the remaining files, which will consist merely of personnel files, to the commission and to make no mention that the subversive files were turned over to the FBI.

It was pointed out to the conference that in connection with the added responsibility and jurisdiction which the Bureau is receiving under the atomic energy bill to investigate all of the employees employed on that project that these files would be extremely valuable and would save considerable time and work.

The conference, consisting of Messrs. Tamm, Long, McCabe, Tracy, Hendon, Hince and Ladd unanimously recommended that the Bureau indicate to Colonel Banks that it is willing to accept these files which, Colonel Banks has advised, will fill approximately twenty-five cabinets.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon
Mr. Clegg

63 AUG 19 1946

DML:da

Clyde Tolson

EX-29

E. A. Tamm

RECORDED
EX-29

52 AUG 8 1946

166-2554-5218

F B I

ORIGINAL COPY FILED IN 100-190625-

SAC, Atlanta

8/5/46

Director, FBI

HOUSING SITUATION AT ~~AT~~ ATLANTA

Reference is made to your communication of 7-22-46, wherein you advise that you feel that you may be able to secure housing facilities for certain of the Agent personnel of the Atlanta Division who have been unsuccessful in securing living quarters, if an advertisement were placed in local newspapers indicating that members of the FBI assigned to Atlanta are in need of housing facilities which they have not been able to locate.

The Bureau does not feel that such an advertisement should be placed, however, it does feel that continued contact by representatives of your office among real estate contacts will undoubtedly result in securing necessary living quarters for personnel assigned to your office.

RECORDED

66-2554-5219
F B I

61 AUG 8 1946

WRG:em

(THE Executive Conference of 7/31/46 approved this recommendation.)

COMMUNICATIONS SECTION
AUG 5, 1946

63 AUG 21 1946

ORIGINAL COPY FILED IN 66-2554-5219

THE DIRECTOR

August 5, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference, Messrs. E. A. Tamm, Ladd, Glavin, Tracy, Long, McSabe, Hendon, Nichols and Hince being present on July 31, 1946, considered the suggestion of the New York Office that a conference be held in New York State for the Special Agents who are qualified police instructors in the Albany, Buffalo and New York City Offices. The purpose of this conference would be to prepare these men for the next series of state-wide police training schools now planned for New York State. The subject matter would be the Bureau's place in the police training field, Bureau policy, educational principles, public speaking and the exchange of ideas on the state-wide program. With the exception of the last named topic, the subject matter is thoroughly covered in Bureau Bulletins and in instruction given to the regular police instructors' schools which have been attended by all existing police instructors. If additional training of the type indicated is required it would be desirable to have all Special Agents who are qualified police instructors furnished with such training. With respect to the last topic named, that of the exchange of ideas on the state-wide program, the Conference was of the opinion that the SAC's are fully equipped to discuss with the police instructors of each of their offices the ideas and action desired with respect to the New York program.

RECOMMENDATION: The Conference was unanimously opposed to the holding of a regional school for police instructors in New York State on the grounds that the subject matter proposed is not peculiar to New York State but is of general application throughout the field and that any such training should be handled at Washington for instructors from the entire field if it is needed. No such need throughout the field generally is presently recognized. If approved, the attached letter will be sent to New York City.

The Conference was also of the opinion that the exchange of ideas on the state-wide program can be effected through a conference of the SAC's of New York State Field Divisions together with the Special Agent designated for the coordinator of the police training schools in the state.

LAH:WL

Respectfully,
For the Conference

Attachment

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

cc: Mr. Clegg
Mr. Hendon
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

✓
TOLSON

THE EXECUTIVE CONFERENCE

8/6/46

The Executive Conference, consisting of Messrs. L. A. Tamm, Ladd, Glavin, Nichols, Harbo, McCabe, Long, Hendon and Tracy on August 1, 1946, considered a joint suggestion of two employees in the Identification Division, Willard F. Cloyd and Carl E. Oleyer, that all Identification Division personnel having a working knowledge of taking, classifying, referencing or searching fingerprints be given an identification card or a certificate stating clearly they are engaged in such work.

These two employees pointed out that employees in the Identification Division would be justly proud to have such a card or certificate as proof of their occupation.

The Conference was unanimously opposed to the suggestion for the reason there appears to be no official need for such a card or certificate and further the possibility of embarrassment to the Bureau through the improper use of such cards or certificates during or after employment with the Bureau justifies not issuing them.

If you approve, there is attached a letter thanking these employees for their suggestion.

Respectfully,
For the Conference

Glyde Tolson

RECORDED

&
INDEXED

318
EX - 22

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 AUG 15 1946

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #340

EMPLOYEE: SAC M. W. ACERS
SAN ANTONIO FIELD DIVISION

EMPLOYEE SUGGESTS: That the type of individuals and organizations to whom Identification and Apprehension Orders are to be forwarded be clarified.

At present it is provided that Identification and Apprehension Orders should be mailed to those agencies which are included on the regular field division mailing list submitted to the Bureau, which is made up of local and state law enforcement agencies and penal organizations. Mr. Acers states that in addition, however, distribution in his office is made to Mexican Officials, hotels, hardware and sporting goods stores, Salvation Army, State Juvenile Training School for Boys, and County Jailors.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: That a letter go forth to SAC Acers instructing that, as a general rule, the distribution of Identification and Apprehension Orders should be limited to law enforcement agencies, penal institutions, postmasters, and similar persons on the regular field division mailing list, and that only where the facts of the particular case warrant should they be given a wider distribution. It is not felt that instructions need be submitted generally to the field on this point.

RGH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee that the attached letter go forward to Mr. Acers.

Tolson _____
E. A. Tamm _____
Clegg _____
Conroy _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Cgan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

INDEXED
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

52 AUG 19 1946

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION 1276

EMPLOYEE: H. B. LONG, INSPECTOR
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. B. Clegg
L. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That it be clarified as to what intervals various records are to be destroyed. In this regard present instructions require that certain types of records are to be destroyed after they have become one year old while others are to be destroyed after they have become three years old. The question is raised as to whether the material should be destroyed on a monthly, annual, or other basis.

RECOMMENDATION:

Unanimous that all material to be destroyed on an annual basis be so destroyed at monthly intervals and all material to be destroyed after three years of age be destroyed on an annual basis.

RGH:EF

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

RECORDED
INDEXED
EX-52

AUG 13 1946

52 AUG 20 1946

THE DIRECTOR

7/22/46

JOINT COMMITTEE

SUGGESTION #348

EMPLOYEE: SUPERVISOR CARL J. MARTIN
SEAT OF GOVERNMENT

EMPLOYEE SUGGESTS: That auxiliary offices not submit reports reflecting the placing of stop notices or the results of the wide distribution of circular letters, but that instead they submit a letter to the office of origin reflecting the results of the action taken. The office of origin, upon the coverage of all such leads by auxiliary offices should then reflect this information in its next report submitted.

ADVANTAGES:

1. Under the present practice it is frequent that fifty-one field divisions will submit investigative reports reflecting nothing other than the placing of a stop notice or the completion of circularization requests by the office of origin. The suggestion will eliminate these unnecessary reports with a consequent saving of stenographic and clerical time both in the field and at the Seat of Government.
2. Reports in such instances add nothing to the substantive development of the case.

DISADVANTAGES:

1. The Bureau would not be currently advised as to the progress being made as to the placing of stop notices or the completion of the circularizations.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: Mr. Clegg
Mr. Hendon

52 AUG 15 1946

THE DIRECTOR

August 7, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Kessers, E. A. Tamm, Ladd, Glavin, Tracy, Long, McCabe, Hendon, Nichols and Hince on July 31, 1946, approved the attached SAC letter advising all SAC's of the fact that the Governors of forty-eight states will be calling state-wide safety conferences as a follow-up to the President's National Safety Conference. The state conference will be for the purpose of focusing attention on the traffic safety problem. The Executives' Conference was informed that at such state meetings, there is a definite possibility that various interests will point to police training as a possible avenue of improvement in safety conditions. Accordingly the Conference felt that it would be proper to advise the field that when such conferences are held, the SAC should keep in touch with the developments at such conferences and if any proposal is made for the establishment of police training schools to improve traffic control, the SAC should explain fully the Bureau's services which are available.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

LAN:NL

RECORDED
&
INDEXED
355

66-2554-5225

CC: Mr. Clegg
Mr. Hendon

T. Tolson
E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AUG 14 1946

[Handwritten signature]

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #343

EMPLOYEE: SAC S. K. McKEE
NEWARK FIELD DIVISION

EMPLOYEE SUGGESTS: That chargeouts for bulky exhibits not be placed in the case files but merely be attached to the red chargeout flag which would be placed in the bulky exhibit cabinet in place of the exhibit charged out.

ADVANTAGES:

1. This would make it possible to easily account for the absence of all the bulky exhibits by merely checking physically the bulky exhibit files.
2. All action necessary in charging out a bulky exhibit and in its return would be taken at one place without the necessity of pulling the file or in placing the red chargeout flag in the closed file section where the exhibit is from a closed file.

DISADVANTAGES:

1. This would be an exception to the general practice followed in all other chargeouts.
2. The case file itself would not reflect the material which is charged out therefrom.
3. There might be a greater chance of loss should the chargeout slip become detached from the red flag in the bulky exhibit file.
4. The saving, if any, to be realized is not worth the exception to the general practice.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

RECORDED
&
INDEXED

66-25-1-5226

EXECUTIVES CONFERENCE CONSIDERATION: EX-42

Unanimously opposed by the Executives Conference on August 8, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and one in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

55 AUG 14 1946

THE DIRECTOR

7/9/46

JOINT COMMITTEE

EXHIBITION #315

REPORT: GEORGE LITFOLD

PERMANENT FILE UNIT

JLT

PROPOSED CHANGE: That in cases where investigative case files have numerous exhibits taxing the capacity of the 1-1 envelope or making it too bulky, field offices be authorized to start an exhibit section of the case file to be given an "A" subclassification.

ADVANTAGES:

1. It would allow for the retention of all exhibits together.
2. Make original file easier to handle.
3. Save, making a separate exhibit envelope.
4. Make charging out easier.
5. Keeps available information that should be readily available.

DISADVANTAGES:

1. Makes extra clerical work in that Agent might call for a file and then want exhibits.
2. Has been followed in some field offices.
3. It would be agreeable under present practices to put additional envelopes as the first "A" serial in additional sections of the file.

IMPLEMENTATION - CHIEF CLERK'S CONFERENCE: In favor - 10
Opposed - 12

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously recommended that a bulletin go forth as attached advising that there is no objection to this practice which is quite generally followed.

RCH:fvk

EX-42

RECORDED
&
INDEXED

65-3857-5227

EXECUTIVE CONFERENCE CONSIDERATION:

Executive Conference on August 9, 1946, with Messrs. Tamm, Long, Rosen, Glavin, Ladd, McGuire, Tracy, and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee that the attached Bulletin go forward.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

55 AUG 15 1946

THE DIRECTOR

7/9/46

JOINT COMMITTEE

MEMORANDUM #321

EXHIBIT: JOHN HINCE

INTERNAL SECURITY - R

RECOMMENDATION: That an adequate number of copies of Bureau Bulletin be furnished so one copy can be furnished each clerical employee.

ADVANTAGES:

1. Unnecessary to pass around for their initial to show they have read instructions contained therein.

DISADVANTAGES:

1. Waste of paper.
2. Do not necessarily apply to clerical employees - affect Agents' work only.
3. Would have to check clerical employees to see that they have been destroyed after certain period of time.

RECOMMENDATION - OFFICE CHIEF'S COMMENT: In favor - 12
Opposed - 18

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Ciarroy
R. G. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy, and Hince in attendance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CLASSIFIED

INDEXED

E. A. Tamm

839

RECEIVED
AUG 13 1946
H. H. Clegg

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: July 1, 1946

FROM : J. A. Sizoo

SUBJECT: PLACING EXAMINER'S NAME ON ~~LABORATORY~~ REPORT

Attached is a memorandum dictated by Examiner George F. Mesnig in which he has suggested that in the future the name of the Laboratory examiner appear on the Bureau Laboratory reports.

You will recall that this suggestion was the subject of some discussion in a recent Laboratory staff conference and it was agreed that while there was some merit to the suggestion there were objections to it which seemed to make it preferable to continue our present practice, - that of not indicating the name of the particular examiner. On many occasions two or more men conduct an examination of a particular piece of evidence and it is possible that one examiner by reviewing the work conducted by the other may be able to handle the entire testimony and thus save the expense of travel time by having two examiners appear at the trial. It is frequently necessary, too, because of other commitments, to have one examiner handle the entire testimony wherever possible. At present, it is necessary for prosecuting attorneys, who wish to subpoena examiners, to determine the name of the examiner involved and thus we are furnished some warning that an examiner will have to appear for a particular trial. We are, accordingly, better able to prepare commitments inasmuch as we have advanced warning of the prosecutor's need for a particular witness. It is entirely possible that we would receive "surprise subpoenas" and so complicate examiners' commitments if the name of the examiner appeared on the Laboratory report.

RECOMMENDATION: That there be no change in our present policy and that we continue to prepare reports without naming the examiner in the Laboratory report.

ADDENDUM: The foregoing recommendation was unanimously approved by the Executive Conference July 8, 1946, composed of Messrs. E. A. Tamm, Clegg, Ladd, Hendon, Rosen, Tracy, Nichols, Glavin, and Harbo.

RTH

Attachment

JAS:FLM

Director's notation: "OK. H."

ENCL.

RECORDED & INDEXED

61 AUG 13 1946

ORIGINALS ON ORIGINAL

58 AUG 16 1946

ORIGINAL COPY FILED IN

(Typed July 22, 1946)

STRICTLY CONFIDENTIAL

BUREAU BULLETIN NO. _____
Series, 1946

TO ALL INVESTIGATIVE EMPLOYEES:

The Bureau has received suggestions from certain United States Attorneys that more prompt action be taken by the field offices in furnishing the essential facts necessary for the preparation of a criminal Information or Indictment particularly in those instances where the subject desires to enter a plea of Guilty. The necessity for taking prompt action in supplying the essential facts to United States Attorneys on regular report procedure in Federal Court which permit defendants to waive trial by Indictment and consent to trial by Information. Pleas of Guilty are frequently entered in these instances and the cases are ready for disposition by the court much sooner than under the old procedure.

All field offices should be alerted to this responsibility and to this need since United States Attorneys have seen fit to call the Bureau's attention to delays being encountered in such instances. This section may be taken by the preparation of a brief report preceding a longer and more detailed report, if one is necessary, provided the brief report sets forth the essential facts which would be required in drafting the criminal Information or Indictment. Each field office should make certain that this required information is furnished the United States Attorney promptly on all such occasions.

Very truly yours,

John Edgar Hoover
Director

HHC:PJ

Approved by Executives Conference 7/19/46 those present being Messrs. Tolson, Hendon, Nichols, Ladd, Long, Mumford and Clegg

RECORDED
&
INDEXED

66-2551-5230
F B I
61 AUG 9 1946

57 AUG 20 1946

SAC, St. Paul

8/5/46

Director, FBI

POLICE COOPERATION

Ki

X Police Dept

The Bureau cannot approve the request made by you in your communication of 7/23/46, that 5,000 rounds of .38 caliber used brass for reloading purposes be sent to the Chief of Police at Pierre, South Dakota.

As you know, all brass in the possession of the Bureau is turned over to the appropriate Naval Gun Factory in this city and it is presumed that the waste in the various Divisional offices is appropriately disposed of through authorized channels. The Bureau cannot, under existing regulations, furnish brass to local law enforcement agencies.

RECORDED
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INDEXED
7-10
EX-50

66-2554-5231
F B I
61 AUG 12 1946

0
(The Exec. Conf. of 7/31/46, approved this.)

WRG:em

COMMUNICATIONS SECTION
AUG 6, 1946

ORIGINAL COPY FILED IN

100-81639-

AUG 10 1946

66-2554-5232
NOT USED

Tab

Q

THE DIRECTOR

July 25, 1946

THE EXECUTIVE CONFERENCE

JAMES EARL BROWN;
JULIA LOUHART
ELEANOR PERRY - VICTIM
WHITE SLAVE TRAFFIC ACT

The Executive Conference today with Messrs. Tolson, Tamm, Glavin, Hendon, Nichols, Ladd, Tracy, Egan and McCabe in attendance unanimously approved the attached letter to the Los Angeles Division instructing that Federal Judge Leon Yankwich of Los Angeles be advised by SAs Hood that it would be impracticable to obtain question and answer statements from prostitutes. The Conference also approved forwarding a letter to the Attorney General outlining the Bureau's policy. A memorandum to the Attorney General is also attached.

Federal Judge Leon Yankwich presiding at the trial in Los Angeles in the above-entitled WETA case, wherein the Victim, Eleanor Perry, claimed that the signed statement furnished Agents did not express accurately and in its entirety information furnished by her, addressed the Agents present at the trial from the bench, suggesting that stenographic statements in question and answer form be obtained in the future from prostitutes. Judge Yankwich stated that he did not wish to criticize the FBI and noted when he had done so in the past he had heard from Mr. Hood and indirectly from the Director. He stated his suggestion should not be considered as derogatory but rather as constructive. He advised that he was offering the suggestion as a result of his past experience in court with witnesses in WETA cases.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

J. E. Tamm

RECORDED

2554-5233
F B I
44 AUG 12 1946

ORIGINAL COPY FILED IN 34-72259-13

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: August 5, 1946

FROM : A. ROSEN

SUBJECT: ~~THEFT FROM INTERSTATE SHIPMENT~~
STATUTE - AS AMENDEDPURPOSE

To advise you that the President on July 24, 1946 signed a bill known as Public Law No. 534, 79th Congress, which amends Sections 409 to 411 of Title 18, U. S. Code and to suggest that the attached proposed Bureau Bulletin which contains the Theft from Interstate Shipment Statute as amended be prepared for distribution.

ADDITIONAL COVERAGE UNDER THEFT FROM INTERSTATE SHIPMENT STATUTE AS AMENDED

Public Law No. 534, 79th Congress, so amends the Theft from Interstate Shipment Statute to include as violations the following:

1. It will be an offense to unlawfully break the seal or lock of or enter any railroad car, vessel, aircraft, motortruck, wagon or other vehicle containing an interstate or foreign shipment with intent to commit larceny therein.
2. It will be unlawful to steal, embezzle, take, carry away, or conceal or by fraud or deception obtain from any railroad car, motortruck, wagon or other vehicle, station house, platform, depot, terminal, steamboat, vessel, wharf, aircraft, airport, aircraft terminal or air navigation facility any goods consigned in interstate commerce.
3. It will be an offense to embezzle, steal or obtain by fraud or deception any baggage which shall have come into the possession of any carrier for transportation in interstate commerce or to steal any of the contents thereof or to receive any such baggage or article therefrom, knowing the same to have been embezzled or stolen.
4. It will be an offense to embezzle, steal or unlawfully take by any fraudulent device, scheme, or game from any railroad car, motortruck, steamboat, vessel, aircraft, or other vehicle operated by any carrier or from any passenger or any employee thereon when any such railroad car or the train of which it is a part or the vehicles named above are moving in interstate commerce. Receivers in this category are also to be guilty of violating the statute.
5. It will be a violation for any employee of a carrier riding in, on or upon any railroad car, motortruck, steamboat, vessel, aircraft or other vehicle of such carrier transporting passengers or property interstate and having in his custody funds arising out of or accruing from such transportation to embezzle or unlawfully convert to his own use any such funds.

CCN:IS

RECORDED

EX-8

INDEXED

ORIGINAL FILED IN 66-6200-15

66-6200-15 5234

Memorandum for the Director

ACTION TO BE TAKEN

It is suggested that the attached Bureau Bulletin which sets forth the Theft from Interstate Shipment Statute as amended by Public Law No. 534, 79th Congress, be prepared for distribution. The appropriate changes in the Manual of Instructions and the FBI Handbook are being prepared.

Attachment

ADDENDUM 8/6/46 AR:WV: Approved by the Executive Conference today with Messrs. Glavin, Clegg, Tracy, Harbo, McGuire, Ladd and Rosen in attendance.

Office Memorandum • UNITED STATES GOVERNMENT

TO : W. R. Glavin

FROM : J. E. Edwards

SUBJECT: Accident Involving Bureau Automobile
Date 5-14-46
Damage - \$74.00
SA Sidney E. Thwing - Portland

DATE: 7-29-46

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

DETAILS

At 11:25 a.m. on 5-14-46 Agent Thwing, while driving a Bureau car, was involved in a collision with an automobile owned and operated by Wilfred A. Verboort.

Agent Thwing said he was traveling at a speed estimated to be between 35 and 45 mph when a car approximately 150 yards ahead of him proceeded to make a left hand turn without any signal and Agent proceeded to drive around the right side of this car, however, within 75 feet of the car it suddenly swung into the right lane of traffic without signal and although Agent immediately applied his brakes and swung the Bureau car to the right the Bureau car struck the right rear bumper of the third party's car with the left front fender of the Bureau car. Agent advised the highway was dry and the weather clear.

Verboort said he was moving along the center stripe of the highway at 5 to 10 mph planning to make a left hand turn and "probably came over toward the center of the road", however, the roadway into which he was turning was blocked. He looked into his rear view mirror and saw a car approaching and knew he would be hit in the center of the road and therefore turned his car toward the shoulder on the right side of the road in order that the approaching car could pass on the left. He stated that he did not give an arm signal for his contemplated left turn or for his right turn back to the shoulder of the road. He stated he paced off the visible skid marks apparently left by the Bureau car and that they extended 25 paces from the point of impact and estimated Agent's approach at 50-55 mph before applying brakes and 25 mph at time of impact.

In a letter addressed to Agent Thwing submitting an estimate for repairs to the third party's car, Verboort said there was no doubt in his mind that Agent was at fault in this accident, and inasmuch as he had not crossed the yellow line of the highway the fact that he did not signal for the left turn did not enter into the case.

Agent Thwing stated that third party refused to sign any statement when an attempt was made by Agent to take a statement from third party at the time of the accident.

DAMAGE

1. Bureau car - \$74.00
2. Other car - \$23.90
3. Personal injuries - None

SAC'S RECOMMENDATION

SAC Bobbitt said it would appear Agent was traveling at a rate of speed allowable under the speed regulations, however, it was noted that Agent Thwing crossed a railroad

track and an intersection at which a caution sign was flashing shortly prior to the time the accident occurred and it would appear that Agent should have proceeded with more caution due to the physical set-up at that particular point on the highway.

SAC Bobbitt said it appeared that both men were guilty of contributory negligence and it was not believed the Bureau should pay for the repair of the third party's car, and that Agent Thwing should be held responsible for the damage to the Bureau car.

ACTION RECOMMENDED

As pointed out by SAC Bobbitt it does appear that both the Agent and the third party were at fault and it is recommended that the Agent be held responsible for the repairs to the Bureau car and that the claim of the third party not be honored.

WRG:ejm.

ADDENDUM

J. E. Edwards
August 6, 1946

The Executive Conference of August 5, 1946, consisting of Messrs. E. A. Tamm, Clegg, Rosen, McGuire, Mumford, Hendon, Harbo, Tracy and Glavin are of the unanimous opinion that Special Agent Sidney E. Thwing be not held responsible for the accident in question.

The Portland Office should be advised to the effect that the cost of repair to the car will be born by the Government.

lrh

*Letter to Mr. Portland
8/9/46 - lrh*

NA

*B. Ford
lrh*

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : W. R. Glavin

DATE: 8-2-46

FROM : J. E. Edwards

SUBJECT: Accident Involving Bureau Automobile

Date - 7-24-46

Damage - \$10.00

SA Lawrence R. Chandler - Savannah

DETAILS

At approximately 8:45 a.m. on 7-24-46 Agent Chandler, while driving a Bureau car, was involved in an accident with a car owned by Mrs. June B. Henderson and operated by Mr. P. F. Henderson.

Agent Chandler said he was driving at about 15 mph when the Bureau car was struck on the right rear fender by the third party's car which backed out from the curb. Agent immediately stopped the Bureau car and went up to the other car and was informed by the driver that "if I have damaged your car I will pay for it". Agent returned to Bureau car to obtain paper to note information gained and as this was done the driver of the third party's car apparently deliberately drove off without making any effort to identify himself.

Agent had noted the license number of third party's car and subsequently as a result of an investigation, and in company with Chief of Police J. M. Sprawls, Aiken, So. Carolina, called at the office of Henderson, who stated that "he resented being tracked down like a criminal" and readily admitted that the accident was his fault and that he would pay for the damage to the Bureau car. Agent advised he was obnoxious and belligerent in his demeanor and could not and did not give any reason as to why he had fled from the scene of the accident and why he had not identified himself. He stated he was 67 years old and had practiced law at Aiken for approximately forty years. He was very hostile towards Chief Sprawls and Agent and seemed to feel he was above the law and all others. Henderson requested Agent's name and advised that he might write a letter because of the Agent's tactics. While Chief Sprawls and Agent were present Henderson telephonically contacted the Bureau's contact garage and requested they repair the Bureau car and forward bill for same to him.

Patrolman Henry Eiers of the Aiken Police Department advised that Henderson had been known to do the same thing before and that it was necessary to force him to pay for the other car even after he had fled from the accident.

DAMAGES

1. Bureau car - \$10.00
2. Other car - Not known
3. Personal injuries - None

RECORDED
&
INDEXED

5236

SAC'S RECOMMENDATION

SAC Brown requested advise as to whether the Bureau would have any objection to instituting State prosecution of P. F. Henderson for leaving the scene of an accident, as

[Handwritten signature]

it was believed he should be prosecuted. In the event there is no objection Agent Chandler would file a complaint against him in Magistrate's Court at Aiken, So. Carolina.

ACTION RECOMMENDED

Although the amount of damage to the Bureau car is only \$10.00, in view of the circumstances it is recommended that SAC Brown be advised the Bureau would have no objection to instituting State prosecution of Henderson for leaving the scene of accident providing the State desires to press the matter.

ADDENDUM: 8/7/46 (WEG:em)

The Executive Conference of 8/6/46, consisting of Messrs. Ladd, Clegg, McGuire, Harbo, Tracy and Glavin, was of the opinion that no action should be taken by the Savannah Office to institute prosecution against the third party, one P. F. Henderson, who was involved in this accident. An appropriate communication concerning this matter is addressed to the SAC at Savannah.

WEG

lrh

MR. CLEGG

July 15, 1946

H. L. SLOAN

STORAGE OF FBI AUTOMOBILES AT WASHINGTON, D.C.

The Firearms Instructors are on duty at the FBI Academy six days a week from 9:00 a.m. until approximately 5:00 p.m. One instructor, each night, remains at Quantico and is on duty until 11:00 p.m., at which time the building is locked. In order to work those hours at Quantico, which is so far from their Headquarters City, it is, of course, necessary that the instructors leave Washington, D. C. at 7:30 a.m. in order to arrive at Quantico and be ready for work at 9:00 a.m. We have arranged a schedule in order that the men who go to Washington in the evening may leave the Academy at approximately 5:00 p.m. in order to arrive in Washington by 6:30 p.m.

All but one of the instructors live in Alexandria and South Arlington, and it has been the custom for those Agents to drop off near their homes on the trip to Washington. For the past few months, and until just recently, the car which is assigned to Quantico has been parked in the Court Yard of the Department of Justice Building and the keys left in Communications. In the past, and with prior Bureau authority, the instructors have been permitted to store the car used for their transportation from and to Washington in the Richmond Field Office contract garage, located in Alexandria, Virginia, and still later in a contract garage in Arlington, Virginia. By doing so, it enabled the Agent driving the car to avoid the early morning and late afternoon heavy traffic in the District of Columbia and allowed him to leave home anywhere from thirty minutes to an hour later in order to be at Quantico at the beginning of classes at 9:00 a.m.

At the present time, it is necessary to park the car in the Service Center, Fourth and Constitution Avenue, N.W., which entails considerable loss of time on the part of the Agent getting the car in the early morning due to a skeleton crew at the Service Center at that time. In order to make sure that the car can be obtained by 7:30 a.m., it is necessary for an Agent to call for same by 7:00 a.m.; and to arrive there at 7:00 a.m. it is necessary for the Agent to leave home, depending upon who goes ^{acquired} it, anywhere from 6:00 a.m. to 6:30 a.m.

EX-2

RECORDED
247 &

INDEXED
61-254-5237

Since June 11th, Special Agent R. N. FAUNTLEROY has been assigned to the Firearms Instruction Staff at Quantico. He resides in Hyattsville, Maryland, having been Resident Agent in the Baltimore Field Office for some time. He lives within walking distance of the Baltimore Field Office contract garage in Hyattsville where the storage rates are the same as those at the Service Center. Agent FAUNTLEROY has been unable to locate an apartment or house in Alexandria or Arlington.

In view of the fact that Agent FAUNTLEROY lives in the Northeast section of Washington, he has been driving the car and the other instructors drop off near their homes in Arlington and Alexandria as hereinbefore described.

ORIGINAL FILED IN

July 15, 1946

Agent FAUNTLEBY has been storing the automobile and picking it up in the morning which does not permit him to arrive at his home before 7:00 p.m. and necessitates his leaving the house at approximately 6:00 a.m. in order to obtain the car at the Service Center. He has to ride two buses and walk six blocks in order to do this. This not only applies to Agent FAUNTLEBY but to any other instructor who would obtain the car at the Service Center each morning.

Agent FAUNTLEBY has contacted the manager of the contract garage in Hyattsville who advises that he will store the Quantico car under the Baltimore contract and bill us for same at Quantico.

Inasmuch as previous Bureau authority has been obtained for storing the Quantico car in a contract garage other than the Service Center, I have authorized Agent FAUNTLEBY to store our car in the contract garage at Hyattsville and this practice will be followed unless advised to the contrary. This practice costs the Bureau no more than it would cost storing the car at the Service Center and saves about ten to fifteen hours a week of necessary overtime.

HLS:des

Storage of automobile in the Baltimore Resident Agency garage at Hyattsville, Maryland was approved by the Executives Conference on July 16, 1946 those present being Messrs. Tolson, Tracy, Glavin, Ladd, Long, McCabe and Clegg.

Director, FBI

July 24, 1946

SAC, Savannah *Savannah Field*

SOUTH CAROLINA STATE HIGHWAY SAFETY CONFERENCE
July 30 and 31, 1946; COLUMBIA, SOUTH CAROLINA

Executive Order

The Bureau is advised that Governor Ransom J. Williams, Columbia, South Carolina, has called a State Highway Safety Conference to convene at Columbia, South Carolina, on the indicated dates. This conference has been called at the request of the President of the United States and is to be patterned after the President's Safety Conference held May 8, 1946, at Washington, D. C.

Mr. W. L. Hardeman, Director of the South Carolina Highway Patrol, has advised me that the National Safety Council is taking no active part in the meeting at Columbia, but that leading men in the National Safety Council have been invited to attend. It is the desire of the South Carolina Highway officials to keep this conference a local affair.

The meeting on July 30 will consist entirely of committee work followed by a general meeting on July 31, 1946, to be held in the City Auditorium. 2000 persons are expected to attend the general meeting at which reports from the committees will be heard. This office has a list of the various committees, but inasmuch as 700 persons in South Carolina have been appointed to the various committees, no effort is being made to furnish the Bureau with details concerning the composition of these committees.

Representatives of this office will not attend the meeting unless contrary advice is received from the Bureau.

cc: Charlotte

DKB:BLH

RECORDED
&
INDEXED

66-2554-5238
F B I
61 JUL 20 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

August 5, 1946

THE EXECUTIVE CONFERENCE

On August 2, 1946, the Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Nichols, McCabe, Ladd, and Clegg being present, considered the matter of assigning students attending the FBI National Academy for contact and interview by Bureau officials and supervisors.

The first undertaking of this type resulted in a majority of the class being contacted, but some of the officials to whom the assignments were made did not make contacts at all due to the pressure of other matters, and some made rather frequent and generous contacts, others very superficial contacts. As a result it was believed that this was an unsatisfactory procedure and instead of making assignments, the next class was not assigned in this manner. The Thirty-second Session which graduated in July was handled in the following manner: A memorandum went to each Bureau official and supervisor at the Seat of Government with the suggestion that contacts be made when possible and, as a result, from the memoranda submitted 29 were contacted and 55 members of the class were not contacted other than by the staff of the Training and Inspection Division. There was no report from 16 supervisors and officials.

It was recommended the following procedure be adopted in the future: That a list of class members, together with the Departments which they represent, be furnished to each Bureau official and supervisor with the suggestion that the Bureau representatives contact any of the students whom they know, any of those who are from cities where there are likely to be mutual acquaintances or from the same section of the country or state; that contacts be made if the Bureau representative was formerly an Agent assigned to the area from which the student comes, or if the Bureau representative is acquainted with some of the personnel of the Police Department.

In order to save paper work, it is recommended there be no report submitted by the supervisory staff relating to these contacts. If this is approved, there is attached hereto a memorandum and a class roll for distribution.

Respectfully,
For the Conference

RECORDED 66-2554 5239
Clyde Tolson
F B I
55 AUG 21 1946

E. A. Tamm

INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc Mr. Hendon
cc Mr. Clegg
1946
HHC:elk

ORIGINAL COPY FILED IN 1-4-75-41

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: August 8, 1946

FROM : L. R. PENNINGTON

SUBJECT: ANTI-RACKETEERING

The recent enactment of the Hobbs Bill has made Section 12 of the Manual of Instructions and Chapter 2, Part III of the FBI Handbook obsolete. New Manual sections have been prepared and are attached for your approval.

RDS:ms

Attachments

Approved by the Executive Conference attended by Messrs Clegg, Rosen, Tracy, Harbo, Hendon, and Ladd, 8/15/46.

RECORDED

16-2584-5240
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80 AUG 20 1946

ENCL.

File with

33 AUG 19 1946

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SAC, New York

August 15, 1946

Director, FBI

SPANISH MANUALS

Reference is made to your letter dated August 1, 1946, in which you refer to the existence of 44 Spanish Manuals in the New York Office which were used primarily in connection with Spanish classes previously held there.

In view of the fact that these manuals occupy a comparatively small amount of space, as they are believed to be well prepared, as their use in the future may well arise, and as it appears that there are 25 of these manuals presently charged out to employees, it is believed that your office should continue to carry these manuals in the New York Office as at present.

HHC:elk

Approved by Executive Conference August 5, 1946, Messrs. Tamm, Glavin, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg being present. HHC

COMMUNICATIONS SECTION
AUG 16. 1946

RECORDED

166-2554-5241
RECORDED
91 AUG 21 1946

ORIGINAL COPY FILED IN 66-27

59 AUG 20 1946 103

CONFIDENTIAL

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVE CONFERENCE
SUBJECT:

DATE: August 14, 1946

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Rosen, Hendon and Tracy considered the attached suggested Bulletin and unanimously recommends issuance to the Field.

The Bulletin is to advise Field Offices why the Field Office is carried as the contributor rather than the armed service in deserter fugitive cases. For the Director's information, in such cases the fingerprint card is recorded as having been submitted by the Field Office in order that the Field Office will receive follow-up copies of identification records. If such fingerprints were recorded as having been received from the armed service, the particular armed service would receive the identification records, and of course the armed service would have no interest in receiving them.

Respectfully,
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

SJT:obp

RECORDED & INDEXED
257

66-2551-5242
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61 AUG 23 1946

EX - 22

55 APR 30 1952

RECEIVED & FILED

122
The Director
Executives Conference

8/2/46

The Executives Conference, consisting of Messrs. Tamm, Tracy, Hince, Glavin, McCabe, Long, Ladd, Hendon and Nichols, considered the matter of dispatching teletypes after office hours and the over-all subject of the handling of mail.

The Conference was unanimously in agreement that the attached instructions should be issued to the messenger service, the teletype service, the Reading Room and to all Assistant Directors. A memorandum setting forth the instructions is attached, in the event the Director approves.

OK
Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

EBN:hbm

122
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

267
AUG 26 1946

RECORDED
&
INDEXED
354

EX - 52

66-2554-5243
AUG 26

EBN

5. The Bureau would be in a position to help formulate standards such as uniformity in size of fingerprint cards which might be of some advantage to the Bureau.

CONCLUSION: 1. I don't think it is worth \$1,500 or even \$15 as far as any practical value accruing to the Bureau is concerned.

2. If there is any American police agency to be affiliated with the group obviously it should be the FBI.

RECOMMENDATION: That the Director accept the position of Vice-President and the Bureau be a participating member of the organization.

6/26/46

EXECUTIVES CONFERENCE CONSIDERATION: After discussion of the above advantages and disadvantages, Mr. E. A. Tamm and Mr. Harbo recommended unfavorably as to the Bureau's participation in this organization feeling that the principal reason for the invitation was in order to get the \$1500 membership fee which is assessed.

Messrs. Tolson, Glavin, Tracy, Hendon, McGuire, Ladd, Rosen and Clegg recommended favorably feeling it would be to the Bureau's advantage to be the American representative on this group rather than have some other organization selected.

Respectfully,
FOR THE CONFERENCE

Dlyde Tolson

E. A. Tamm

hhc;kd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MR. TOLSON

INITIALS ON ORIGINAL

6/20/46

H. H. CLEGG

Executive Conference

Concerning the attached notification to the Director relative to his election to the position of Vice-President of the International Commission of Criminal Police I have reviewed the file in this matter and the following appears to be the disadvantages involved in affiliation with this group:

1. It would require an annual appropriation of at least \$1,500 which although already in the appropriation phraseology it does represent an exorbitant fee when compared with any benefits derived.
2. Controversy and confusion will likely exist for a number of years as to the participating nations considered eligible.
3. I know of no record of accomplishment which would be favorable to the United States or to the FBI in particular.
4. The organization would serve to unite a block of police organizations perhaps in a cooperative effort that might eventually be diverted into undesirable channels particularly if Russia should gain domination of the whole European continent.
5. The Director would likely be unable personally to attend each annual meeting.
6. Any world police organization which the Director does not head would place him in a subordinate position on a comparative basis as far as title is concerned which would be ridiculous when considering police organizations of any country in the world.

Some possible advantages would include the following

1. It would give the FBI recognition as ^{EX-10} ~~CONTACT~~ ^{RECORDED} representative of the United States in this world ~~police~~ organization. ⁶⁶⁻²⁵⁵⁰⁻⁵²⁴⁴
2. If the FBI doesn't participate as a member there is a possibility that the Secret Service, the Treasury Enforcement Agency or New York City Police might be selected to represent the United States.
3. If this organization should be brought within the scope of supervision by the United Nations, membership at this time would place the Bureau in an advantageous position.
4. There would develop some cooperative relationships with perhaps a minimum of practical value to be expected.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC: PJ

OCT 2 - 1946

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Memorandum for Mr. Nichols

August 9, 1946

I do feel that if some good exhibits are made up by the Fidelity and Guaranty Company pertaining to the Bureau's work it would be excellent advertising from our standpoint. I see no objection from the standpoint of policy since, as Mr. Hall indicated, the Fidelity and Guaranty Company wants to stay in the background and its name will not necessarily be associated with any particular exhibit. I think the Bureau may desire to go along on this matter in the event the Company is willing to use a little money and get a real professional job done on the exhibits.

While at the Bureau, Mr. Sheridan inquired concerning translite film and requested that we advise where it can be obtained.

RECOMMENDATION: It is suggested that the attached letter go forth.

18

ADDENDUM; JH:JELJ; 8-14-46

Approved by ^O Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, McGuire, Hendon, and Rosen.

MAJ:RN

Mr. Nichols

8-9-46

8
B. A. Jones

In accordance with prior arrangements, Mr. Richard C. Sheridan, Schneidereith and Sons, Baltimore, Maryland, and Mr. J. Dillard Hall, Assistant Agency Director of the U. S. Fidelity and Guaranty Company, Baltimore, Maryland, called at the Bureau on Wednesday, August 7, 1946, and conferred with Mr. Leonard and me concerning the possibility of receiving some material for use in exhibits in various branches of the Fidelity and Guaranty Company throughout the country. Mr. Sheridan is connected with the advertising firm for this concern. Mr. Hall exhibited a typical letter received from his branch in New York asking for an exhibit for use in a first floor window at Rockefeller Center. He stated this was typical of the requests they get and they would like very much to be able to get up some good exhibits. He added that advertising the U. S. Fidelity and Guaranty Company did not figure in the matter since they had other outfits for Company advertising. Mr. Hall exhibited a photograph of a window in Baltimore containing an exhibit of the Brady case. I have been unable to find a record to the effect that the Bureau furnished this exhibit and it would appear that it came from the Baltimore Police Department. In any case, the Bureau's name figured prominently in the exhibit. He stated that this exhibit containing a lot of original evidence was shipped around the country, staying about two weeks in each particular city. He added it received much favorable comment even though it was a nonprofessional job.

Mr. Leonard discussed with Messrs. Sheridan and Hall various aspects of the Uniform Crime Reports bulletin and made a number of observations concerning possible displays. Mr. Sheridan stated that this matter had been considered and that he was afraid such a display would not have sufficient attraction to make people on the street stop to look at it. He added, however, that he had not given up the idea entirely and that ~~possibly~~ something could be worked out along this line.

EX-48
Inasmuch as the two men had not taken a tour of the Bureau, they were shown around for over an hour by Special Agent Gerner. Upon their return to the office they were very enthusiastic about what they had seen and stated that they were more convinced than ever that some good exhibits could be made up on the FBI. It was agreed that the Bureau would send to Mr. Sheridan a memorandum on a number of typical cases of possible interest on the standpoint of exhibits. He stated that after he had reviewed this material he would get in further touch with the Bureau and outline just the type of exhibit he wanted to make up. I told him that this would be fine and that the material would be sent along in the next few days.

cc: Mr. Leonard
cc: Mr. Gauthier

INITIALS TO ORIGINAL

ORIGINAL FILED IN 62-45431-91

Mr. Benson - July 23, 1946

actual sentences recorded for the original substantive offense; for example, National Motor Vehicle Theft Act, or White Slave Traffic Act. Tamm, indicates in a foot note applicable to the total of actual sentences imposed that the totals represent, for example, 700 years in sentences resulting from the revocation of 500 probationary sentences. It is believed that this procedure is practical from whatever theory it may be analyzed and at the same time will eliminate the objectionable features involved previously in the recording of statistics in probation violator cases. In further support of the suggested procedure, it may be observed that factually speaking, a probationary sentence originally imposed and the actual sentence imposed after revocation of the former are two distinctly separate acts of the court which are based on entirely different acts. The revocation of probationary sentences in perhaps 40 per cent of the cases are based on some substantive violation of a Federal statute in which the United States Attorney declines prosecution in favor of having the subject's probation revoked.

ADDNEDUM; LBN:HBH; 7-26-46

¹⁰
The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, McCabe, Long, Ladd, Hince, Hendon, Tracy and Nichols, considered the above and unanimously recommended no change, on the ground that the statistic to be recorded has previously been discontinued, that fugitives apprehended are recorded, and that the imposition of sentences would have to be footnoted, which would require additional work, and would be significant.

Mr. RABIN

July 23, 1946

W. H. CAVR

FEDERAL STATISTICS

I have noted the memorandum of June 24, 1946, from Supervisor A. D. Leonard to Mr. Nichols, suggesting the discontinuance of recording statistics in probation violator cases except fugitives located in this category, and I am therefore submitting the following observations and suggestions:

1. It is apparent that the Bureau will not receive deserving credit for the time spent in handling probation violator cases if only fugitive credits are to be recorded.

2. The statistical credit previously recorded is hardly commensurate with the effort expended and to reduce it further would detract from our over-all accomplishments. Here it might be mentioned that the Bureau's interest and persistence alone is frequently the main factor motivating probation officers, and in turn the courts, toward the task of giving due consideration to these cases. It may also be mentioned that the Bureau handles approximately 2,500 probation violator cases per year.

3. It is submitted that as long as appropriations, the allotment of personnel, and a showing of tangible results are based, principally upon statistical records, it would not be wise to eliminate any phase of the Bureau's work in the computation of statistical records. It is noteworthy that the actual sentences imposed as a result of probationary sentences revoked during the fiscal year 1945, constituting more than 4 per cent (740 years, 3 months, and 19 days) of the total actual sentences imposed (17,902 years, 3 months, and 17 days) in the 57 designated classifications from which statistics were recorded.

RECOMMENDATIONS

RECORDED 66-2554-5246

1. It is recommended that the Bureau continue to record the number of probationary sentences revoked as well as the actual sentences imposed as a result thereof since this will be the principal medium through which work in the field can be tabulated. The inclusion of these statistics are essential to an accurate record of accomplishments. The number of fugitives apprehended in this category hereafter will be inconsequential.

2. With a view to simplifying the tabulation of these statistics, it is suggested that we record only:

- (1) Number of probationary sentences revoked, and
- (2) Actual sentences imposed. Then add the latter to the

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WHC:MH

ORIGINAL COPY FILED IN 66-2554-5246

EXECUTIVE CONFERENCE MEMO

PAGE 2

training and research of a technical and scientific nature is afforded Bureau technical, scientific and professional employees in connection with their regularly assigned duties.

8-23 The Conference suggests that the Bureau advise Mr. McGranery that it defers to the judgment of the Department on this particular bill. Such a memorandum is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

OK
Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

WRG:dmb

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

August 16, 1946

THE EXECUTIVE CONFERENCE

KS The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin considered a memorandum received from Mr. James P. McGranery, the Assistant to the Attorney General, regarding proposed Senate Bill 2183 to authorize heads of executive departments and independent establishments of the United States Government to grant scientific, technical, and professional employees short leaves of absence for advanced research and study. The Conference was advised that the memorandum from McGranery requesting the Bureau's opinion on the aforementioned bill was forwarded to the Bureau under date of August 2, 1946, after Congress had adjourned. The Conference was further advised that prior to the time it could be returned to the Department, an additional memorandum dated August 9, 1946, was received from Mr. McGranery stating it was felt that the Bureau should furnish its views on the bill as promptly as possible regardless of the fact that Congress had adjourned.

For the Director's information, the bill states that the head of any executive department or independent establishment of the Government of the United States is authorized, under such rules and regulations and procedures as he may prescribe, to grant leaves of absence from his regularly designated duties for period of time not in excess of eight hours per week to any employee of demonstrated scientific, technical or professional ability for the purpose of allowing such employee to carry on advanced research and study in approved institutions of higher learning, when in the opinion of the head of the department or establishment concerned such research and study will materially increase the value of such employee in the Government. The bill contains a proviso, however, that no leave of absence for this purpose shall be granted to any employee if the performance of his regularly designated duties will be adversely affected by such absence.

EX - 22

RECORDED & INDEXED

66-2554-5247

The bill further points out that such leave would not be charged against the regular annual leave of the employee and no deductions will be made from such an employee's salary or such leave taken from him.

The Conference feels that Mr. McGranery should be advised that insofar as the Bureau's scientific, technical and professional men are concerned, such leaves of absence for this purpose would adversely affect their present assignments and that further additional

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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16 28 1946

H

ps
THE DIRECTOR

August 19, 1946

THE EXECUTIVE CONFERENCE

~~ARMY SECURITY AGENCY EXTENSION COURSES~~

The Army Security Agency conducts extension courses in technical subjects such as cryptography and cryptanalysis. In the past in accordance with War Department regulations, enrollment in these courses has been limited to Army personnel and civilian War Department employees. The Army Security Agency advises it has received requests from other Government Departments that their employees be permitted to participate in such extension courses, with the understanding that any individual application would not be considered unless it was received through official channels and had been approved by the agency in which the individual was employed. Army requested our views.

The Conference consisting of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy and Harbo considered this inquiry on August 19. The Conference was unanimously of the opinion that the Bureau advise the Army Security Agency that we have no objection to such a modification in their training program, provided that training in cryptanalysis is limited to personnel from the War Department, Navy and FBI, inasmuch as the President by memorandum for the Director of the Bureau of the Budget dated July 8, 1942, instructed that cryptanalytic units in agencies other than the three above mentioned be discontinued.

If the Director approves, the Army Security Agency will be advised in accordance with the Conference recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
302

EX-50

66-2554-5248

RH

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

176
AUG 29 1946

THE DIRECTOR

August 14, 1946

122
THE EXECUTIVES CONFERENCE

SUGGESTION OF USA G. A. GLEESON
PHILADELPHIA, PENNSYLVANIA

The Executives Conference on August 13, 1946, those present being Messrs. Ladd, Glavin, Tracy, McGuire, Rosen, Harbo, Hendon and Clegg, considered the suggestion made by United States Attorney Gleeson of Philadelphia concerning the inclusion of unnecessary material in investigative reports.

The attached letter in reply to Mr. Gleeson in line with the Director's instructions was approved.

In addition the attached bulletin to the field calling attention to these derelictions was approved. Also the Conference unanimously recommended that 30 days from the issuance of this bulletin the supervisors who have occasion to review reports make use of the attached form letter, which was approved, in informing the field as to apparent violations of the instructions set forth in the bulletin.

It was also recommended that beginning 30 days from the date of the attached memorandum to the Assistant Directors who have an opportunity to review investigative reports certain supervisors be selected in the investigative divisions to make spot checks of 500 investigative reports stamped "file" and that these spot checks continue for four consecutive weeks with the supervisors making use of the form letter whenever there are apparent violations of the instructions.

There is also attached a memorandum to Bureau inspectors enlisting their efforts in the same improvement of investigative reports.

RECORDED
INDEXED
Respectfully,
For the Conference

66-2554-5249
EX-20
Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
cc - Mr. Hendon
Mr. Clegg
Attachments (5)

83 AUG 19 1946 103

SAC, Indianapolis

August 14, 1946

Director, FBI

ba

REQUEST FOR IDENTIFICATION DATA BY
POLICE DEPARTMENT TELETYPEWRITER

Reference is made to your letter of August 8, 1946, advising of the desire of the Indiana State Police to utilize their teletypewriter facilities in communicating directly with the Bureau in emergency cases requesting identification data from the fingerprint files of the Identification Division of the Bureau.

You are advised that it will be satisfactory for you to inform Mr. William I. Waggoner, Director of the Indiana State Police Bureau of Identification, that the FBI has no objection to the Indiana State Police calling the Bureau direct through its teletypewriter facilities. Accordingly, you should furnish to Mr. Waggoner the Bureau's teletypewriter number which is 0711. In discussing this with Mr. Waggoner it is suggested that you advise him of the desirability of the Indiana State Police preparing such calls that are placed to the Bureau and the Bureau will send our reports directly to the Indiana State Police collect in order to obviate any billing difficulties.

CC - Mr. Tracy

JJ:CG:MP

ADDENDUM; JJM:JEJ; 8-14-46

Approved by Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, McGuire, Hendon and Rosen.

COMMUNICATIONS SECTION
AUG 15, 1946

RECORDED

EX-26

66-2554-5250
FBI
61 AUG 27 1946

53 SEP 12 1946

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ORIGINAL COPY FILED IN 62-50508-206

Under date of January 3, 1946, a letter was received from Pelayo Sueiro indicating his desire to exchange "Investigacion" for the FBI Law Enforcement Bulletin. His request was not honored at that time.

The attached letter dated June 10, 1946, is substantially the same as that received from Mr. Sueiro in January.

Respectfully,

M. A. Jones

Attachment

BEM:hmm

✓
ADDENDUM: LEM:MP 7-19-46 - The Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Tracy, Hendon, Ladd, McCabe, and Nichols considered the request of the Spanish authorities for the FBI Law Enforcement Bulletin. Messrs. Glavin, Tracy, Hendon, Ladd and McCabe recommended that the FBI Law Enforcement Bulletin be furnished the Spanish authorities since Spanish authorities are furnishing us their bulletin and there is nothing in our bulletin of an intelligence nature anyway. Messrs. Tolson, Clegg and Nichols opposed furnishing the Bulletin on the grounds that Spain is still under fire politically, Spanish people are heavily infiltrated communistically and no purpose would be achieved by furnishing the Bulletin.

July 16, 1946

MEMORANDUM FOR MR. NICHOLS

RE: "INVESTIGACION" A
 SPANISH POLICE MAGAZINE
 EDITED BY PELAYO SUEIRO

X Police Magazine
Executive Conference

Your attention is directed to the letter from Mr. Pelayo Sueiro, Editor of the above identified magazine dated June 10, 1946. Pursuant to your request I am setting out a summary of past relations with this magazine.

In a letter dated February 22, 1945, the State Department provided the Bureau with a copy of a dispatch from the United States Embassy, Number 8990, dated at Madrid, February 5, 1945, with the subject "Publication, 'Investigacion.'" This dispatch stated that Lauriano Garcia, former sub-chief of the "Internal Department" of the Direccion General de Seguridad, was the publisher of Investigacion and very friendly toward the Embassy. Garcia furnished the Embassy confidentially, copies of the magazine and stated he would be interested in receiving on an exchange basis, non-confidential material which the Bureau from time to time might issue. A question was raised as to the desirability of furnishing any material to Garcia for publication.

A check was made with the Legal Attache, Frank Siscoe, in Madrid and he advised that Louriano Garcia was not included in the list of members of the editorial staff of "Investigacion." He suggested that it was unwise to furnish material to this publication because (1) certain firms advertising in instant magazine were on the American Proclaimed List of Blocked Nationals, (2) because recent issues had contained material furnished by German Police organizations, and (3) because the Spanish Police had been noted for their open and notorious collaboration with the German Gestapo and many high officials in the Spanish Police had expressed outspoken friendliness and sympathy for the Nazi cause.

In view of the circumstances, the Bureau advised the State Department that it was regarded unwise to contribute any material directly or indirectly to Garcia or official representatives of this publication at that time.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED

DATE 7-11-86 BY SP6 BJA/HC
 C.N. 263,670

55 SEP 10 1946

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 434

166-2554-5201
 FBI
 61 AUG 27 1946

— TITLED NO SIGNATURE

ORIGINAL COPY FILED IN 64-2554-5201-6

COPY:FC

SAC, SAN ANTONIO

August 16, 1946

DIRECTOR, FBI

BLOCK STAMPING AND INITIALING OF DAILY REPORT FORMS

In connection with your letter dated June 21, 1946, concerning the block stamping and initialing of daily report forms, you are advised that the regulations were not changed with respect to this procedure and the report form should be block stamped and initialed as required.

NOTE: Approved by the Executives'
Conference 8/12/46, those present
being Messrs. Glavin, Tracy, Harbo,
Ladd, Hendon, Rosen, and Clegg.

HHC:fvk

cc: Mr. Clegg
Mr. Hendon

RECORDED
INDEXED
310

166-2827-5252
F B I
61 AUG 20 1946

COMMUNICATIONS SECTION
AUG 16, 1946

57 SEP 4 - 1946

ORIGINAL COPY FILED IN

Attorney, perhaps from 5:00 to 5:30 P.M. daily or from 8:30 to 9:00 A.M. as the facts seem to justify. The objected to Agents' having to "report in" or communicate with the United States Attorney's office periodically or even at irregular intervals for this would provide the semblance of some sort of "reporting in" or other administrative control over the Agents and was believed to be undesirable. It is a practice in other Resident Agencies that if an Agent for other reasons is in the United States Attorney's office the United States Attorney or his clerical staff will furnish to the Agent the name of any individual who desires to make a complaint and this could be pursued, as well as the practice of having it regularly understood with the United States Attorney, with the Police Department, and with the State Patrol, as well as the Postmaster, that if anyone desired to see an Agent there would be one on duty at a certain stated time which, from indications, need not be in excess of 30 minutes per day.

2. Messrs. Rosen and Hendon felt that in the absence of any specific instance being cited whereby the work of the Bureau had not been properly handled because of inavailability of an Agent, because the complaint seemed to be nebulous, and because the establishment of a procedure at Wilmington might set up a routine to be followed in other field offices and as the United States Attorney might be inclined to say, "I'll have one of my Agents of the FBI available at such and such a room at a specific time" they recommended that no action whatever be taken with respect to the United States Attorney's suggestion about Agents' being in the office since there appeared to be no need for it.

3. Mr. Glavin was of the opinion that the Baltimore Office should be instructed to have an Agent available in the Wilmington Resident Agency continuously over a period of one week to keep detailed records as to complaints, telephone calls, and visitors so that this suggestion could be handled based upon facts ascertained without any further quibbling at any future time, and we would have records to back up any decision that the Bureau might reach.

Concerning the suggestion that a stenographic employee be assigned at all times to the office, the conference between SAC Hallford and the United States Attorney led them to the conclusions that arrangements would be made for the Agents on a scheduled basis to dictate promptly in the office at Baltimore so that reports could be expedited and dictating equipment will be placed in the office which will permit them to dictate regularly as expeditious cases are developed and the records can be sent to Baltimore for prompt transcription. Hallford further believed that in emergency a blind memorandum of the essential facts could be prepared by the Agent and handed to the United States Attorney to enable him to prepare a criminal information if this would handle the possible difficulties which might arise in connection with delayed reports when subjects desired to enter a plea of guilty.

The Executives Conference had recommended unfavorably on the proposition of Agents' preparing individual memoranda and brief reports to bring directly to the United States Attorney since it was believed that all written communications should

be transmitted to the United States Attorney through the office of the SAC. Further, it was previously decided that in instances of real emergency such as where the defendant immediately after signing a confession would have an opportunity to enter a plea of guilty before any sort of report was prepared, the Agent could orally furnish the United States Attorney the facts so that the United States Attorney could prepare the criminal information which would furnish the basis for the plea of guilty of the defendant since already the Agents have authority to discuss all the facts of the case with the United States Attorney. Therefore, this phase of the suggestion was previously recommended unfavorably by the Executives Conference.

It was believed satisfactory otherwise for the office to use dictating machines and to have a planned schedule for dictation in the Baltimore Office which should provide prompt reporting service to the United States Attorney.

Respectfully,
For the Conference

W
Clyde Tolson

E
E. A. Tamm *DL*

*I agree I do not
know when we wait
until such a complaint
is received before doing
something. SAC & Inspectors
should have spotted this
delay in procedure & taken
steps to correct it long ago.
H.*

THE DIRECTOR

8/14/46

EXECUTIVES CONFERENCE

SUGGESTION

UNITED STATES ATTORNEY LOHRIS

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, gave further consideration to the suggestions of United States Attorney J. J. Morris, Jr., of Wilmington, Delaware.

1. That it would increase the effectiveness of the Bureau's work for someone to be in the Resident Agency at all times during business hours so his office could refer complainants to the Resident Agency Office in Wilmington as occasions justify.

2. That a stenographer be constantly assigned to the office to prevent long delays in submitting reports.

The Special Agent in Charge at Baltimore was instructed to make a survey to determine whether one or two periods per day could be decided upon during which regularly one or more Special Agents could be present in the office and that the United States Attorney be so advised in order that they could refer callers to the office during those periods. The Director had approved this survey and conference with the United States Attorney.

A letter from the Baltimore Office indicates that the United States Attorney admittedly handles no criminal cases and he got the suggestion from a clerical employee in his office and the clerical employee and the Assistant United States Attorney who handles the cases could cite no instances wherein the work of the Bureau had been embarrassed because of the absence of an Agent in the Resident Agency Office. The United States Attorney advised he did not think that cases arose frequently wherein it would be necessary for employees of his office to contact Agents immediately although such cases had arisen in the past.

Hallford and the United States Attorney seen in agreement on a plan whereby two or three times each day if Resident Agents would come into the office they would telephone the United States Attorney's Office to see if there was any message or work which could be performed or any people who were available to be interviewed.

The Executives Conference considered this matter as follows:

1. Messrs. Ladd, Harbo, Tracy and Clegg were of the opinion that the Baltimore Office should be instructed to have an Agent regularly available in the Wilmington Office for one-half hour period each day at a time which would be determined to be of greatest convenience both to the FBI and the United States

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg

RECORDED
INDEXED
334

166-2554-5253

2

~~SECRET~~
~~SECRET~~

depend on the total volume of the traffic of each circuit. ~~SECRET~~

It was felt that no specific action is needed with reference to recommendation #2 of the Committee, since information of this type has already been furnished to Colonel Hayes at the time of his visit to the Laboratory. ~~SECRET~~

It is felt that it would be desirable for the FBI to have an observer present at future meetings of the Processing Allocation Group so that we may be kept advised as to the activities of this group and in view of the possibility that future negotiations may result in their offering an assignment which would be acceptable to the Bureau and would at the same time permit us to cooperate fully in developing joint cryptanalysis operations eliminating duplication of effort and at the same time attaining full and free interchange of communications intelligence. This program does not contemplate any enlargement of the Cryptanalysis Section of the Laboratory. ~~SECRET~~

If the Director approves, action will be taken in accordance with the foregoing recommendations of the Conference.

Respectfully,
For the Conference

✓ 119
Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

*Chairman of the
Army & Navy Committee
want to establish a
board of advisors
will represent & report on
the results of the
investigation conducted
last year.*

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

~~SECRET~~
~~SECRET~~

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~SECRET~~

August 20, 1946

~~CRYPTANALYSIS MATTERS~~

Classified by ~~SP6BJA/mc~~
Declassify on: ~~OADR~~

It was brought to the attention of the Conference on August 19 that as the result of the Bureau's participation in USCICG (U. S. Communications Intelligence Coordinating Committee) Mr. Parsons visited the Army Cryptanalysis setup at Arlington Hall. Subsequently, Colonel Hayes of the Army Security Agency visited the FBI Laboratory, particularly, with a view to observing our Cryptanalysis Section. At that time he raised the question of the Bureau's participation in the Army-Navy program for allocating all cryptanalysis work so as to eliminate duplication of effort. In accordance with Colonel Hayes' invitation, Mr. C. F. Downing, Chief of the Cryptanalysis Section, accompanied by Special Agent I. W. Newpher, visited Arlington Hall on August 14. They attended a meeting of the Processing Allocation Group which is a subcommittee of USCICG. This committee works out the details as to the specific communications to be allocated to the Army and to the Navy. It was ascertained that all diplomatic communication traffic has already been assigned to the Army and the Navy. The only coded traffic which had not been assigned was (1) clandestine and (2) commercial and private.

The committee made three recommendations:

- (1) That an FBI representative be assigned as a member of the Processing Allocation Group
- (2) That this representative supply to the Group technical information concerning the availability and use of personnel, space, mechanical facilities, crypto-intelligence, and other technical matters
- (3) That subsequently such communications intelligence tasks be allocated to the FBI as are consistent with the national requirements and over-all efficiency.

The Conference composed of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy, and Harbo was definitely of the opinion:

(1) That the FBI should designate a representative to serve simply as an observer for the time being to attend the meetings of the Processing Allocation Group. (If this is approved, it is Mr. Harbo's recommendation that Mr. C. F. Downing of the Laboratory be designated.)

(2) That we advise the Processing Allocation Group that the proposed assignment of commercial code traffic and clandestine traffic to the FBI is not acceptable; that we are interested in keeping our personnel assigned on more important and productive material. For the Director's information it is felt that our Cryptanalysis employees should continue to work on selected diplomatic traffic such as Spanish and Argentine. The exact number of circuits which we could undertake to handle would

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

(Typed August 3, 1946)

MEMORANDUM FOR ALL EMPLOYEES AT THE SEAT OF GOVERNMENT:

The Civil Service Commission has requested that employees not direct correspondence and telephone inquiries to it on personnel matters since many of the letters submitted by employees to the Civil Service Commission cover matters which are not within the jurisdiction of the Civil Service Commission or matters on which the Commission does not have complete information without contacting the agency in question or concerning matters which appropriately can be answered by the agency's personnel office.

Some of the subject matters covered in inquiries addressed to the Commission which should be handled through the Bureau's personnel office are:

- (1) Employment Status.
- (2) Questions concerning leave.
- (3) Effective date of appointments.
- (4) Compensation for injuries.
- (5) Adjustments in pay.
- (6) Retirement rights.
- (7) Promotion, reassignment, transfer, removal, position classification, reduction in force, or other questions on personnel matters.

The Commission pointed out that if an employee has taken the Civil Service examination, a communication should not be directed to the Commission regarding the results of the examination before the employee receives his final notice of the rating.

The foregoing is being posted so that you may be fully advised of the Commission's desires in connection with this matter.

Very truly yours,
The Executive Conference of August 14, 1946, consisting of Messrs. Madd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin approve preparation of above letter for distribution. WAG-dmb 8/14/46

JEM:FT

RECORDED
&
INDEXED
John Edgar Hoover
Director

25074 5255
F F I
28 JUL 21 1946

EX-29

August 13, 1946

Mr. J. Edgar Hoover

bs
~~NICKNAMES FILE~~

In accordance with Mr. Tolson's instructions the memorandum concerning nicknames has been revised and mimeographed.

There is attached an insert for a letter to all Special Agents in Charge advising that copies will be sent out in the near future.

RECOMMENDATION: It is recommended that the Special Agents in Charge letter attached be approved.

H. A. Jones

APPROVED: J. E. H. 8-14-46

Approved by Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, Nichols, Benson, and Rosen.

Incl.

File with...

RECORDED & INDEXED

EX-10

66-2554-5256

66-4722

SAC, Buffalo

August 23, 1946

Director, FBI

[ANDREI IVANOVICH SCHEVCHENKO;
Internal Security - R]~~SECRET~~ [X](u)

Reference is made to your communication in the captioned matter advising that Mr. Franey has stated that he intends to dispose of the Zeissikon camera given to him by the subject during the espionage activities of Schevchenko. [X](u)

It has been determined by the Bureau that the Attorney General desires that this camera be retained as evidence and for future possible use in the investigation of the espionage activities of Schevchenko and other individuals associated with him in that activity. You are therefore requested to purchase the camera from Mr. Franey for the amount of \$225.00, which money is to be drawn by you from your confidential fund. You are requested to obtain from Mr. Franey a full receipt listing thereon all serial numbers and other identifying data. You are further requested to retain possession of the camera in the Buffalo Field Division until it is determined by you to be of no further use in the investigation of this case. The Bureau should be advised immediately upon the completion of these arrangements and you should inform Mr. Franey that in the event of any future contact with him by the Soviets he should immediately contact your office in order that appropriate arrangements might be made for the camera to be displayed by him in the event that should become necessary. [X](u)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

COMMUNICATIONS SECTION
AUG 27, 1946

RAC:TD

RECORDED
EX-1066-7554-5257
F B I

45 SEP 4 1946

The above procedure for the purchase of this camera was approved by the Executive Conference on August 21, 1946.

Classified by SP6 BJA/142
Declassify on: OADR

DECLASSIFIED BY SP6 BJA/GCLON 5/12/89 # 287,593

52 SEP 10 1946

~~SECRET~~

ORIGINAL COPY FILED IN 100-340940

EXECUTIVE CONFERENCE

120 Executive Conference

HERMAN CHRISTIAN ~~LAAS~~

RECORDED
&
INDEXED

EX-20

66-2554-5258
FBI

61 SEP 2 1946

ORIGINAL COPIES FILED IN

1-4-6

63 SEP 6 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: August 20, 1946

FROM : H. H. CLEGG

SUBJECT: CHIEF OF POLICE HERMAN CHRISTIAN LAAS
BENWOOD, WEST VIRGINIA, POLICE DEPARTMENT
FBI NA APPLICANT 34th SESSION

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

Sources of Information: School records, former employers, references, neighbors, and credit and criminal records.

Applicant was born August 9, 1900, at Benwood, West Virginia. He graduated from high school in 1919, and attended West Virginia University for one year. He also attended a commercial school at Wheeling, West Virginia, for a year. He did odd jobs from 1921 to 1931, was Justice of the Peace for five years, was an insurance salesman for seven years, a deputy sheriff for one year and has been Chief of Police at Benwood since 1944. He served in the United States Army from September, 1942, until April, 1943. His physical examination on discharge reflected that he had defective vision. His right eye uncorrected is 20-40, and left eye 20-200.

The investigation by the St. Louis, Cincinnati, Pittsburgh Offices disclosed no information except the following:

Applicant was suspended as Chief of Police on June 19, 1945, by Mayor Raphael Deegan for neglect of duty and inefficiency in office. Applicant was charged with (1) being partially responsible for a police strike on January 9, 1945, in that by word of mouth he encouraged Benwood police officers to go out on strike for shorter hours; (2) he failed to obey an order of the city council that city property in his charge be collected from certain policemen who were out on strike; (3) although ordered to work at the city building during the emergency created by the strike he failed to carry out the order and recommendation of the city council; (4) that he had released certain policemen without bond or had put up bond for them; (5) that an individual was assaulted in the presence of the Chief of Police in the city building and the party making the assault was not arrested at that time for the act; (6) that the Chief of Police had loaned his revolver to an unbonded city employee to shoot a dog. Applicant was given a hearing before the Benwood City Council on July 10, 1945, on these charges. He did not deny the charges but did protest the suspension. He was given a warning, the suspension was lifted and he was paid all back pay.

The Pittsburgh Office advised that the police officers denied that it was due to applicant's coercion that they went out on strike. The office also advised that there was no evidence to substantiate the charges. ^{It was} noted that these charges may have come as a result of the fact that the Chief is the only Republican official in the city, and the entire city council and all other city officials are Democratic. The Mayor and the City Clerk upon interview advised that they did not feel that applicant's neglect of duty was malicious or intentional but is due to the fact that he is too easy going, too good natured and does not spend enough time doing police work. Both of these men stated that applicant is of good moral

JSR:djb

*Let Tolson
Pg 2
8/24/46*

[Signature]

character, is well regarded in the community, keeps good habits and that it would do applicant a great deal of good to attend the Academy. The neighbors and other persons contacted recommended applicant favorably. In addition to his work as Chief of Police, applicant also does notary work and sells fire and automobile insurance on the side. Former employers state applicant is honest, industrious, respectable, and they would rehire him immediately.

Recommendation: FAVORABLE. If approved, the attached letter of invitation will be sent.

no AAC
Unanimously disapproved by Executives Conference on August 23, 1946, those present being Messrs. Ladd, Harbo, Nichols, Rosen, Tracy, Glavin and Morgan.

Attachment

✓ W

THE DIVISION

7/9/46

JOINT COMMITTEE

MEMORANDUM #391

EMPLOYEE: JOE PAPER

NEWVILLE FIELD DIVISION

EMPLOYEE SUGGESTION: That the Chief Clerk's daily report as to pending work be eliminated.

ADVANTAGES:

1. Saves work.
2. Is inaccurate - based on estimation.
3. Waste of paper.
4. Constant repetition.

DISADVANTAGES:

1. Necessary guide for SAC.
2. Chief Clerk can use it in assigning specific duties equitably.

RECOMMENDATION - CHIEF CLERK'S SUPERVISOR: In Favor - 22
Opposed - 9

RECOMMENDATION OF THE JOINT COMMITTEE:

Members Present: H. E. Clegg E. E. Conroy
D. C. Hendon E. Scholtz

Recommendation: This report was considered important in permitting the Chief Clerk and the SAC to concentrate on any backlog or clerical work that has accumulated in order to keep the work flowing evenly and smoothly and there is no guide as to when this is necessary without this report which was examined in detail. It was believed it should be retained as is.

ENCLOSURE

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference on August 12, 1946, those present being Messrs. Clegg, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously approved the suggestion.

ENCLOSURE

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COPIES: 176
H. E. Clegg
D. C. Hendon

RECORDED & INDEXED 336
EX-29 66-2554-5259
JUL 11 1946
JUL 11 1946
JUL 11 1946

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #377

EMPLOYEE: DOROTHY R. BROWN, PRINCIPAL CLERK, SEATTLE

MEMBERS PRESENT: H. H. CLEGG

I. V. BOARDMAN

R. T. HARBO

S. K. MCKEE

REUSE OF

EMPLOYEE SUGGESTS: That when file folders are removed from the closed file section in connection with the current program for conserving space, the file folders be reversed and the old file number and title be blocked out so that the folders may be used when they are in suitable condition for further use.

NOTE: On other occasions it has been brought to the attention of the field that file folders should be so reused, but since it appears that in the office from which this suggestion emanated a contrary practice is followed, it appears desirable that an SAC letter be forwarded to all offices embracing the suggestion.

RECOMMENDATION: That the attached letter be sent to all Special Agents in Charge.

(Attachment)

RTH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

On 8/26/46 unanimously approved recommendation of Joint Committee. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

ETH:AF

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&
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3.7

66-2554-5260
EX-90

RB

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SEP 5 - 1946

CC - Mr. Hendon, Mr. Clegg

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #369

EMPLOYEE: SAC D. K. BROWN, SAVANNAH

MEMBERS PRESENT: H. H. CLEGG
R. T. HARBO

L. V. BOARDMAN
S. K. MCKEE

EMPLOYEE SUGGESTS: That specific instructions be furnished to the field as to the necessity of maintaining case files pending in order to report the outcome of prosecution in state court or military court in lieu of Federal prosecution.

NOTE: Until July 1, 1946, the Bureau maintained statistics concerning convictions in state courts and military courts but this has now been discontinued.

RECOMMENDATION: The Joint Committee is unanimously of the opinion that the attached SAC letter should go forth advising the field that it is unnecessary to maintain the case file in a ~~pending~~ status simply to report for statistical purposes the outcome of state court or military court prosecution; however, that the case file should, of course, be maintained in a pending status when there is some other valid reason for keeping the file open, such as would be the case in the event the United States Attorney had held in abeyance his decision as to Federal prosecution until he learns the outcome of state court action.

RTH:HC
(ATTACHMENT)

EXECUTIVES CONFERENCE CONSIDERATION: Executive Conference on 8/26/46, composed of Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo, unanimously approved the recommendation of the Joint Committee.

RTH:AF

Tolson _____
L. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Tele. Rm. _____
S. J. Jones _____

RECORDED
&
INDEXED

357

66-4554-5261
SEP 4 1946

76-XM

RD

CC * MR. HENDON, MR. CLEGG

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #203

EMPLOYEE: LEWIS A. TAYLOR, ASSISTANT CHIEF CLERK
SAVANNAH FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

L. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That when duplicate serials are removed from closed files the top portion of the Acco fastener be removed and the two prongs turned outward to bind the file together, thus saving space equal to the Acco fastener top.

ADVANTAGES:

1. Some saving in space.
2. Some saving in supplies.

DISADVANTAGES:

1. Recently the Bureau instructed that file folders be destroyed after a closed file is one year old. This makes it imperative that the best possible type of binding be used in keeping the file in proper shape. This binding is found in the portion of the Acco fastener which it is proposed to eliminate.
2. The proposed method will not securely hold files together and large files, particularly, would have a tendency to come to pieces.

Recommendation: Unanimously unfavorable

REC:EL

CONSIDERATION BY THE EXECUTIVES CONFERENCE:

The Executives Conference on August 12, 1946, those present being Messrs. Tracy, Glavin, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

REC:EL

Respectfully,
For the Conference

Clyde Tolson

RECORDED
&
INDEXED

337 E. A. Tamm

EX-29

SEP 1946

66-2554-5262

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

THE FBI CITY

7/7/46

JOINT COMMITTEE

MEMORANDUM 1336

RECOMMENDATION

RECOMMENDATION

RECOMMENDATION

That a lighter weight red paper be used instead of cardstock for the file when serials are charged from closed files. It was found to be the practice in many field offices that when the closed file in its entirety was charged out the red flag was placed in the folder but when a serial was charged out of the file an additional red flag was placed under the file cover. The suggestion proposes that this material placed in the file would be of lighter weight to serve as a flag for those who refile closed files as they are charged out.

ADVANTAGES:

1. Saves time in lifting up cover of every file to see if there is still a serial there.
2. Likelihood of Agent to pull it out and not put it back in.
3. Saves expense since the thin paper should be cheaper.

DISADVANTAGES:

1. Why have two kinds when 1 will serve the purpose as well?
2. Doesn't save expense since you destroy too many of the thin pieces of paper.

EXECUTIVE CONFERENCE - CHIEF CLERK'S CONFERENCE:

In favor - 6
Opposed - 24

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

RECORDED
&
INDEXED

EX-29
327166-2554-5263
E. E. Conroy
E. Scheidt
SEP 4 1946

RECOMMENDATION:

Unanimously opposed. It would merely be a useless Administrative requirement.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Unanimously opposed by the Executive Conference on August 9, 1946, Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and nine in attendance.

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

MEMORANDUM

7/2/46

JULY 2, 1946

MEMORANDUM FOR THE

MEMORANDUM FOR THE

CHICAGO FIELD DIVISION

SUBJECT: CHICAGO

That it be required in each field office that all law enforcement bulletins, magazines, research literature and other articles, including newspaper clippings, which contain information of value to police instructors and in connection with making speeches be automatically routed to one designated supervisor in the office who would prepare on a 3 x 5 card a proper index heading, such as arson, murder, burglary, thefts and so forth, so that the magazines could be routed to the Chief Clerk and index cards could be prepared appropriately by subject matter as an aid in future preparation of speeches.

RECOMMENDATION:

1. Establish in one coordinated place the material relating to same subject.
2. Common sense.

DISCUSSION:

None cited.

RECOMMENDATION - CHIEF OF BUREAU: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Glegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 3, 1946, with Messrs. Tamm, Long, Hendon, Losen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Glegg
Mr. Hendon

THE STATION

7/2/46

JOINT COMMITTEE

COMMITTEE 5326

RECOMMENDATION: FAVORABLE

UNITED STATES DEPARTMENT OF JUSTICE

RECOMMENDATION: That all clerical employees in field offices spend a specified amount of time in the Chief Clerk's Office in order to gain experience.

ADVANTAGES:

1. Given adequate training to all clerical employees.
2. Enables clerical employees other than those in the Chief Clerk's Office to comply with regulations required by the Chief Clerk's Office.
3. Better understanding for work in Chief Clerk's Office.

DISADVANTAGES:

1. Larger offices with special groups of employees, such as stenographers, stenographers and typists in large numbers, are never called upon to work in the Chief Clerk's Office - this would be impractical.
2. Stenographic work would become delinquent.
3. Stenographers are employed to perform stenographic duties.
4. Stenographers coming into the Chief Clerk's Office would mess up things generally.
5. Would be a waste of time in training them.
6. Greater margin of error because of inexperience.

RECOMMENDATION - CHIEF CLERK'S OFFICE: In favor - 5
Opposed - 25

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

RECOMMENDATION: Unanimously opposed for the disadvantages cited.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, by Messrs. Tamm, Long, Hendon, Rosen, Clegg, Ladd, McGuire, Tracy and Hince in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE JOINT COMMITTEE

7/9/46

JOINT CLERICAL CONFERENCE

EXHIBITION 295

EXHIBITION: JOINT CLERICAL CONFERENCE

RECOMMENDATION:

Please give consideration to the contents of the stenographers' daily report with a view to eliminating any unnecessary data required thereon.

Consideration by the Joint Committee:

Members present: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Recommendation: This daily report was studied in detail. It was believed all the items now listed serve a valuable purpose in that they stimulate production or else serve as a guide for the future assignment of clerical or stenographic work in the field office. It was recommended no change be made.

REC:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, recommended no changes.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

REC:ER

RECORDED

INDEXED

SEP 4 1946

5266

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg

Mr. Hendon

THE DIRECTOR

7/2/46

THE JOINT COMMITTEE

BUCKETING 1291

EMPLOYER: P. L. LYNKETH DAVIES
INDIANAPOLIS FIELD DIVISION

EMPLOYER SUGGESTION: That ~~charge-out~~ slips be letter width.

ADVANTAGES:

1. More convenient in filing.
2. More easily located.
3. More room for noting descriptions on charge-out slips.

DISADVANTAGES:

1. Take up too much room in Supply Room.
2. Too hard to handle
3. Waste paper

DISCUSSION - CHIEF CLERKS' CONFERENCE: In favor - 5
Opposed - 26

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Recommendation: The Committee was opposed to any change in view of the disadvantages cited by the Chief Clerks above.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2534-5267

67-200

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

175
1946
Mr. Clegg
Mr. Hendon

0 EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

W.D.
Clyde Tolson

E.A. Tamm
E. A. Tamm

05/4
HUC:EN

THE DIRECTOR

THE JOINT COMMITTEE

7/9/46

SUGGESTION #292

EMPLOYEE: HELEN DUNKEL

CHICAGO FIELD DIVISION

EMPLOYEE SUGGESTS:

At present it is required with respect to a police agency that training matters go into a separate file bearing classification 71; fingerprint matters, classification 32; crime statistic matters, classification 33; research matters, classification 94; and laboratory matters, classification 95. This results in as many individual files relating to activities of a police department as there are subdivisions of correspondence involved. The suggestion is that all of the above types of material dealing with any one police agency be consolidated into a single file bearing classification 94.

CONSOLIDATION OF POLICE CORRESPONDENCE

ADVANTAGES:

1. Less confusion to searcher to determine what file it should be placed in.
2. Less confusion to file clerk to file serials later.
3. More advantageous to Agent reviewing file to see what the police department has been doing.
4. Saves time and paper.

DISADVANTAGES:

1. Difficult to find subject matter as suggested by these classification numbers if all were consolidated in one file.
2. It has been going on so long it would be a major problem to consolidate them.

RECOMMENDATION - CHIEF CLERK'S COMMENTS: In favor - 12
Opposed - 19

CONSIDERATION BY THE JOINT COMMITTEE:

Members present:

H. H. Clegg
E. C. Hendon

E. S. Conroy
E. Scheidt

Recommendation:

Since in a majority of instances each of these files is already in existence there was no advantage seen by the committee in now effecting consolidations, which would require some work. Therefore, it was believed that the present system should be continued.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

9

66-2554-5268


[Handwritten signature]

cc: Mr. Clegg
Mr. Hendon

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, was unanimously in agreement with the Joint Committee that both forms be continued as at present.

HEC:TR

Respectfully,
For the Conference


Clyde Tolson


E. A. Tamm

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SECTION 1305

EMPLOYEES' PULP STATE

IMMEDIATE SUPERVISOR

RECOMMENDATION: That the leave form CC-318 be discontinued in view of the fact that space on the form SF-71 is sufficient.

ADVANTAGES:

1. Eliminate confusion
2. Provide uniformity.
3. Eliminate two placed to file cards.
4. Save space.

Forms

DISADVANTAGES:

1. CC-318 does not have to be sent to the Bureau and may be destroyed within a reasonable time while others must be maintained for longer period of time and must be sent to the Bureau.
2. Simplifies the handling of these special leave problems.

IMPLEMENTATION - GROUP OF AGENTS: In favor - 7
Opposed - 24

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present:

H. H. Olegg
R. C. Hendon

E. E. Conroy
E. Scholdt

Recommendation:

The form CC-318 is a form used in applying for leave in advance. Form SF-71 is a form which goes into the permanent records of the Bureau while CC-318 is destroyed and the transcript is entered on the list of daily absences. Form CC-318, which it was proposed should be eliminated, was believed to be highly desirable in that it permits an Agent or clerk to apply for leave in advance and to obtain approval or notice of disapproval in order to make plans accordingly. The fact that the two forms are somewhat similar apparently prompted this suggestion; however, form SF-71 in each instance is permanently retained and must be forwarded to the Bureau and the other form serves notice that it is an application for advanced leave and it need not be retained in the permanent records, thus the convenience of its continued use seems to be established.

RECORDED
&
INDEXED

66-2554-5269


9

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon

0 EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946,
those present being Messrs. Glavin, Tracy,
Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference


Clyde Tolson


E. A. Tamm


PHO:ER

7/9/46

JOINT COMMITTEE

MEMORANDUM (200)

SUBJECT: INVENTORY SYSTEM
RECOMMENDATION

RECOMMENDATION: That the inventory be maintained in visible index form in the future instead of in the manner in which it is presently maintained.

ADVANTAGES:

1. Lessens the likelihood for clerical error.
2. Flexibility.
3. Not necessary to alphabetize or rehandle at the time you take the inventory.
4. Place on card lists location of such things as typewriters, on what floor, in Resident Agency, where it can be located, as in Supply Room on a certain floor.

DISADVANTAGES:

1. Time involved in setting up.

RECOMMENDATION - OTHER OFFICIALS: Unanimously Favorable.

Recommendation of the Joint Committee:

Members Present: H. E. Clegg E. E. Conroy
R. C. Hadden E. Schmidt

Recommendation: When the regular inventory is transmitted to the Bureau a carbon copy is made and retained in the field office. On this carbon copy is noted any addition or deletion occurring between the inventory periods. In the event the visible index system were established it would involve the cost of purchasing this equipment and the amount of time involved to transfer these records now existing onto this system. It was believed to be a very simple operation to make the notations or additions and changes on the present carbon copy retained in field offices. Thus, this would involve less expense and less labor. Also in checking the inventory it is easier to take a single list than it would be to make use of a visible index system in making the regular check of items located in various portions of the office. Nothing is saved through the suggestion since it would be necessary to type a complete listing for transmission to the Bureau. Unfavorable.

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Clegg _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Rosen _____
Quinn Tamm _____
Tele. Rm. _____
S. Egan _____

E. R.

cc: Mr. Clegg
Mr. Hadden

EX-48

RECORDED

INDEXED

327

66-1574-5270

Wm

7/9/46

100-101000-1007

THIRD: HARRY GARDNER, SR. & CLARA
100 1/2 E. 3RD AVENUE

REPLY TO DIRECTOR: That there be a uniform number of SAC letters sent to field offices and that this number be 5.

1. Develops uniformity
2. This is a sufficient number of copies for the offices
3. Placing all the material in a file causes extraneous material to be therein which delays reviews and makes items more difficult to find.

1. Take an editorial time to cut the different sections from the pages, mount them on separate pieces of paper and file them in the file, and thus there should be as many copies as there are sections in the SAC letter.
2. There should be less than 5 copies when there are less than 5 topics since there is a need for only 1 copy in the file in such instances.

RECOMMENDATION OF THE CHIEF CLERK: In favor - 23
Opposed - 5

Kemburg Present: H. H. Clegg L. E. Conroy
R. C. London D. Schmidt

Recommendation: The Joint Committee felt that there would be instances when there would be only 1 item in an SAC Letter and only 1 or 2 copies of the letter would be necessary. There would be other instances where sufficient copies of the SAC Letter should be transmittted to provide 1 copy for each supervising official in the field, for each Resident Agent, and for each member of a special squad and, therefore, it was felt that the present system of varying the num or to suit the needs and the circumstances is preferable.

EX-68
EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 12, 1946,
those present being Messrs. Glavin, Tracy,
Ladd, Hendon, Rosen, and Clegg, was unanimously in favor of continuing the
practice as at present letting the total number of SAC letters vary with the needs
indicated by the contents of each letter.

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Glass

Clyde Tolson

3.4.2002

THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #139

EMPLOYEE: ASAC H. K. MOSS
ST. LOUIS FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That once a field office has verified that an individual is not delinquent with his local board in so-called no card Selective Service cases, it assume that he is not delinquent if there has not been an interim so reported by the local board and that a second check not be made upon the receipt of a second inquiry by another office in which he is held in custody.

ADVANTAGES:

1. It would eliminate the supervisory time required in making a second check with the local board.
2. It would eliminate local and long distance telephone expense to reverify the status of the individual.
3. It would permit answering the inquiring office more quickly.
4. If after the first check of the local board, the man has become delinquent, the local board would have the responsibility to report him so delinquent to the field office and if such advice has not been received the office should be able to assume that he is not delinquent.

DISADVANTAGES:

1. The suggestion is predicated upon the making of an assumption which may in any case be contrary to the actual facts. It would not be a safe assumption to make since an office might advise another office that the man was not delinquent when he actually was delinquent.
2. At the time the assumption was made a report on the man's delinquency might be in the mails from the board to the office.

RECOMMENDATION: Unanimously opposed. - 6

RECORDED & INDEXED

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

POSTAL
EXECUTIVES' CONFERENCE ACTION
Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Sandy _____

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #2030

EMPLOYEE: SA DALE G. THOMPSON
DETROIT FIELD DIVISION

MEMBERS PRESENT: B. T. Harbo E. E. Conroy
D. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That rather than submit the administrative report monthly it be submitted at two month intervals.

ADVANTAGES:

1. It would save the clerical time required in the computing and typing of the report every month.
2. It would save the clerical and supervisory time required in compiling a consolidated report at the Seat of Government together with the filing processes.

DISADVANTAGES:

1. Good administrative procedure and efficiency requires a report on the status of the work at least monthly for the benefit of the supervisory employees in the field.
2. The report is of extreme value to officials at the Seat of Government who utilize it daily and for their purpose require at least a monthly report.

RECOMMENDATION: Unanimously opposed.

RECEIVED

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

E.R. - SEP 5 1946

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #2030

EMPLOYEE: SA DALE S. THOMPSON
DETROIT FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the requirement for the submission of peace officer mailing lists on March 1 of each year be eliminated and such reports be submitted every two or three years.

ADVANTAGES:

1. It would save some clerical effort in the computation and typing and transmittal of the list.

DISADVANTAGES:

1. Due to the use made of these lists at the Seat of Government and in the field, it should be brought up-to-date at least annually.

RECOMMENDATION: Unanimously opposed.

RECORDED

EXECUTIVES' CONSIDERED ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

17
JUL 25 1946
E.R.

RECORDED
&
INDEXED

EX-29

66-2554-5274

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUBJECT: (207)

REFERENCE: BUREAU MEMO
INTERNAL SECURITY DIVISION

RECOMMENDATION: That it be recommended that the assignment of incidental leads in cases be indicated by making a notation alongside the lead on both copies of investigative reports.

ANALYSIS:

1. Can be easily ascertained to whom lead is assigned by glancing at lead itself.
2. Aids supervisor in determining to whom lead is assigned.

DISADVANTAGES:

1. Some offices have Resident Agencies with one Agent assigned and it can be ascertained without any notation to whom the lead is assigned.
2. Somewhat in duplication of lead card.
3. Reassignments would soon make margin of report messy looking.
4. Check-out or dictation slip are aid in this direction.
5. Requires additional clerical time in making original notation and reassignments.

RECOMMENDATION - OFFICE CLERKS' OPPOSITION: In Favor - 4
Opposed - 27

CONSIDERATION BY THE JOINT COMMITTEE:

Members present: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Recommendation: Unanimously opposed for the reasons stated.

ENCLOSURE

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

ENCLOSURE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

ENCLOSURE
&
INDEXED
Clyde Tolson
EX-86

E. A. Tamm

66-2554-5275

TO: DIRECTOR

7/2/46

FROM: CHIEF CLERK

SUBJECT: 338

RE: MEMORANDUM
CHIEF CLERK SERVICE

RECOMMENDATION: That transmittal letters used in transmitting war bonds to employees be permitted to be destroyed at the end of one year.

ADVANTAGES:

1. Saves filing space.
2. Unnecessary

DISADVANTAGES:

1. Better uniformity to have all administrative files destroyed at the end of 3 years.
2. Less ticklers required.

RECOMMENDATION: - CHIEF CLERK'S CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. B. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Eosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

EX-19

RECORDED

E. A. Tamm

66-554-5276

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #341

EMPLOYEE: CHIEF CLERK R. J. MILES
SAVANNAH FIELD DIVISION

EMPLOYEE SUGGESTS: That the glossy photographs and 1-A exhibit envelopes be destroyed in the dead files of Identification Order fugitives who have been apprehended.

ADVANTAGES:

1. This would save space.
2. The possibility of future use of the glossy photographs is not great.

DISADVANTAGES:

1. The saving of space is not material.
2. The glossy photographs are expensive and such fugitives may well later be of interest to many field divisions with the result that the photograph should be available.
3. The amount of time required to remove exhibits such as this would not be repaid by the saving in space.
4. The destruction of exhibit material in this instance would be contrary to the general rule covering exhibits in other files.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RGH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

RECORDED
EX-19

Clyde Tolson

66-2554-5277

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

E. A. Tamm

52 SEP 9 1946

THE DIRECTOR

JOINT COMMITTEE

7/9/46

RECEIVED 7/30/46

RECEIVED 7/30/46

NEW YORK FIELD DIVISION

RECOMMENDATION:

That ~~the~~ radio sets be removed from all automobiles and that ~~the~~ sets be used as is the common practice in the New York Office.

ADVANTAGES:

1. Save thousands of dollars annually in maintenance of such sets.
2. Save time in delivering cars.
3. Unnecessary and useless.
4. Saves regular batteries in car.

DISADVANTAGES:

1. Some offices have only central broadcast facilities that the ~~the~~ sets would work with and the suggestion, therefore, would completely eliminate radio usage in such divisions.
2. Would not be able to tune in on police departments which did not have the ~~the~~ equipment.
3. Some offices still need them.

RECOMMENDATION - CHIEF CLERK'S CONFERENCE: In favor - 2
Opposed - 23

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed for the reasons cited under disadvantages.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

RECORDED & INDEXED

347 Clyde Tolson

66-2534-5278

EX-26
E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #285

EMPLOYEE: SPECIAL AGENT IN CHARGE K. LOGAN
OLAHIA FIELD DIVISION

EMPLOYEE SUGGESTS: That the rules as to the destruction of administrative records and files be clarified as to how long Night Differential Logs and files dealing with the investigation of Bureau automobile accidents should be retained.

ADVANTAGE:

1. For the sake of uniformity, these records should be destroyed after they have become one year or three years old, while at present the Night Differential Logs are destroyed after two years.

DISADVANTAGE:

1. None.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimous that Night Differential Logs be destroyed after they have become three years old since they are of value beyond a one year period, and that files dealing with the investigation of Bureau automobile accidents when they are two years old, if no pending litigation exists.

HHC:fvk

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, believed that both the night differential logs and files dealing with the investigation of Bureau automobile accidents should be retained for three years. Mr. Glavin advised that this material might be of service at any time during such a period and also other material is held in field offices for periods of either one or three years and this would provide uniformity. Three years were recommended in both instances.

RECORDED & INDEXED

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

ks
THE DIRECTOR

8-3-46

THE JOINT COMMITTEE

SUGGESTION #352

EMPLOYEE: CHIEF CLERK ORVILLE G. AUSEN
OKLAHOMA CITY OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That in removing duplicate serials more than one year old from dead files after the present program has been completed for reviewing all presently closed files, it will not be necessary to take any further action along this line with reference to dead files; further that the same suggestion be applied to zero and double zero files.

ADVANTAGES:

1. This will eliminate the necessity for setting up complicated administrative procedure to enable the withdrawal of duplicate serials from dead files in the future.
2. The amount of work involved in withdrawing such serials would substantially outweigh the benefit to be derived.
3. The removal of the duplicate serials at this time does not preclude additional serials being received subsequently, and it would be cumbersome and we would have to make a subsequent annual review of all dead files merely for the purpose of reviewing duplicate serials.
4. The value to be obtained through annual reviews of this type does not merit the administrative action necessary or the expenditure of time and money.

DISADVANTAGES:

1. It is somewhat inconsistent to insist on removal of duplicate serials on former investigative case files and not to remove them from the files that were not opened as actual investigations.
2. There would be some slight gain in space in file cabinets by removing these additional serials.

RECOMMENDATION: Unanimously favorable.

RTH:DRU

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously favorable. On 8/26/46, by Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

RTH:AF

cc-Mr. Clegg

Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-100 RECORDED INDEXED

67-46-2554-5280

RECEIVED
U.S. DEPT. OF JUSTICE
AUG 27 3 51 PM '46
DIRECTOR

THE DIRECTOR

8/13/46

THE JOINT COMMITTEE

SUGGESTION #367

EMPLOYEE: SA EDWARD T. STEELE

MEMBERS PRESENT: H. H. CLEGG
R. T. HARBO

L. V. BOARDMAN
S. K. MCKEE

EMPLOYEE SUGGESTS: That wherever available the FBI number of the subject be included in the title of ~~investigative~~ reports.

ADVANTAGES:

1. Will serve as ready notice to the Agents to whom the case is assigned that the subject has a known criminal record.
2. It is suggested that this would put the United States Attorney reviewing the report on notice that the subject has a previous criminal record; thus possibly causing him to give the case more thorough consideration.
3. Would be of assistance to supervisory personnel in reviewing voluminous files concerning fugitive subjects.
4. It is stated this information would be of assistance in the Chief Clerk's Office in identifying the incoming serial. This would be particularly true after this procedure had been in existence for a number of years and it would be more helpful in cases where common names are involved. In connection with common names the FBI number could also be used to good advantage on index cards.

DISADVANTAGES:

1. This would further complicate the preparation of reports.
2. There would be an increase in the possibility of error by the transposition of digits in the FBI numbers.
3. There already is available in the investigative report a considerable volume of data which will make it possible to readily determine the proper file, such as the reference to prior reports in the case.
4. Placing the FBI number in the title would merely be another vehicle avoiding the necessity for Agents properly reviewing files.
5. The fact that the subject has a criminal record is readily available through a review of the file.
6. Another possibility of error would be in those fugitive memoranda emanating from the Identification Division reflecting a possible identification. The FBI numbers in such cases should under the proposed rule not be placed in the title of the report until the identity of the subject has been definitely established but it is believed that errors would occur in this respect if the proposed rule were adopted.

RECOMMENDATION: Mr. McKee is in favor of the suggestion. Messrs. Boardman, Harbo and Clegg are opposed.

ATTN: HD

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable. 8/26/46. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo.

ETH:AF

CC - MR. CLEGG, MR. HENDON

THE DIRECTOR

7/9/46

JOINT COMMITTEE

512 SECTION #323

EMPLOYEE: JOHN HINES

KANSAS CITY FIELD DIVISION

EMPLOYEE SUGGESTS: That in the future when issuing manual changes in the Manual of Rules and Regulations an adequate supply be furnished to provide for one copy for each clerical employee.

ADVANTAGES:

1. Keeps each clerical employee informed without duplicating instructions.
2. Reduces number of manuals maintained in an office.

DISADVANTAGES:

1. Waste of paper.
2. Waste of printing.
3. Waste of distribution.
4. No place to put them, and they will be lost.
5. Confidential information will become known to outsiders more readily.
6. Each clerical employee does not need same.

RECOMMENDATION - FIELD OFFICE: In favor - 6
Opposed - 24

CONSIDERATION BY THE JOINT COMMITTEE

MEMBERS PRESENT: H. E. Clegg J. E. Connelley
R. G. Hendon E. J. Connelley

RECOMMENDATION: Unanimously opposed.

RECORDED
&
INDEXED
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66-2554-5282

OPENED:

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Clegg, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE CHAIRMAN

7/2/46

JOHN C. GLEGG

ADJUTANT GENERAL

BRIGADE, U. S. MARSHAL SERVICE

RECEIVED THE DIVISION

PROPOSAL: That the giving of stenographic and typing tests to clerical employees in their offices at the time of semiannual clerical conferences be left to the discretion of the SAC. Recent instructions have given eliminating them.

ADVANTAGES:

1. Gives practice and experience to clerical employees, preparing them for inspections.
2. Keeps them more alert as to skills and abilities.

DISADVANTAGES:

1. Takes too much time.
2. Creates widespread discontent and displeasure on the part of clerical employees.
3. They detract from any enthusiasm for clerical conferences.
4. It is permitted now that the SAC give practice tests as often as he and the clerical employees desire.

RECOMMENDATION - CIVIL SERVICE COMMISSION: In favor - 2
Opposed - 23

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scholdt

RECOMMENDATION: Unanimously opposed.

RGH:fvk

EX - 19

RECORDED
&
INDEXED

66-2554-5283

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Sime in attendance.

Respectfully,
For the Conference

Clyde Tolson

H. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

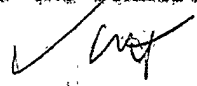
CLEGG

Hendon

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946,
those present being Messrs. Glavin, Tracy,
Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

HHC:ER

Respectfully,
For the Conference


Clyde Tolson


E. A. Tamm


cc: Mr. Clegg
Mr. Hendon

for

JOINT COMMITTEE

7/2/46

JOINT COMMITTEE

COMMITTEE 2312

REPORT: RECOMMENDATION

FOR THE HOUSE OF REPRESENTATIVES

Executive Conference

RECOMMENDATION: That in addition to using the red card as a flag for chargeout from the closed file there also be placed on the label of the file cabinet drawer a red marker which would indicate there is a chargeout from that drawer.

ADVANTAGES:

1. Shortens the searches in refiling files and searching for chargeouts.
2. Lessens time required for inspecting or checking closed files for chargeouts.
3. See at a glance what the situation is in closed files with respect to chargeouts.

DISADVANTAGES:

1. When the file is returned it would necessitate not only the removal of the original red card but also the removal of the tab with increased clerical labor.
2. The file cabinet drawers are labelled to show contents and if file number appears on file cover it could be easily filed in the proper drawer without searching in a large number to see where it belongs.
3. Require additional equipment for clerical employees to effect chargeouts.

ADDITIONAL COMMENTS - OTHER CLERICAL CONCERNS: In favor - 10
Opposed - 12

CONSIDERATION BY THE JOINT COMMITTEE:

RECORDED & INDEXED

66-2554-5284

Members Present:

H. H. Clegg
B. C. Hendon

X-6

E. D. Conroy
E. Scheidt

Recommendation:

Unanimously opposed for the reason that the red tab on the outside label of the file cabinet would serve no useful purpose in that the beginning and ending file in each cabinet is listed thereon and this would merely be adding an additional administrative step which would serve no valuable purpose. In checking all cabinets for chargeouts reliance could not be had on the suggested system. A physical check would have to be made in any event.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

THE DIRECTOR

7/2/46

THE JOINT COMMITTEE

QUESTION #296

EMPLOYEE: HAZ HOLLIN

NEW YORK FIELD DIVISION

PROPOSED SUGGESTION: That some attempt be made to make the practice uniform whereby nicknames slips can be used throughout the field instead of the requirements that people are required to sign the register after they return to the field office.

ADVANTAGES:

1. Uniformity
2. Easier to follow up

DISADVANTAGES:

None cited

COMMITTEE - CHIEF CLERK'S CONFERENCE: In Favor - 13
Opposed - 13

Recommendation of the Joint Committee:

Members present: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Recommendation: This system is one established by the Civil Service Commission uniformly and it is outside the authority of the Bureau to effect the change suggested.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

WFO:ER

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

RECORDED
Clyde Tolson
INDEXED

EX-4

E. A. Tamm

66-2554-5285

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #205

EMPLOYEE: ASAC W. C. RYAN
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That when Agents are in the headquarters city of a district other than their office of assignment on subpoena or a special that they submit #3 cards to that office and not submit daily reports to their office of assignment, which #3 cards, after review by the SAC, could be forwarded to the SAC in charge of the division to which the Agent is assigned.

ADVANTAGES:

1. It is reasonable for the Agent to fill out a #3 card so that he can be readily located by the office in which he is.
2. The filling out of both the #3 card and daily report is to a degree duplicatory.

DISADVANTAGES:

1. There is no rule presently requiring a #3 card.
2. The Agent will not necessarily be in the headquarters city while in court attendance or on other special assignment and to adopt a rule would make an exception to the general rule. In other words you would have different rules for Agents out of their districts, depending upon whether he is in headquarters city or some other town in the territory.

RECOMMENDATION: Unanimously opposed.

RECEIVED

RECORDED
&
INDEXED
66

66-2551-5286

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

SEP 5 - 1946

THE JOINT COMMITTEE

7/9/46

JOINT COMMITTEE

MEMORANDUM FOR THE

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MEMORANDUM FOR THE

MEMORANDUM FOR THE

That the initial letters, such as C for colored, F for female and M for male, which indicate the color and sex of subjects be placed in the title of reports immediately following the name of the subject. The purpose of this is to enable index cards to be prepared reflecting this information.

ADVANTAGES:

1. Facilitate subsequent searches of the file.
2. Eliminates unnecessary pulling of files when you have made your identification.

DISADVANTAGES:

1. Frequently this information is inadequate.
2. So often the sex of the subject is indicated by the name.
3. Since copies of reports go to United States Attorneys we would have to write 12 letters per year to each United States Attorney and each Assistant explaining what this business meant.
4. Similar letters would have to be sent to each new Departmental official as he is appointed.
5. Confusion with initials.

RECOMMENDATION - CHIEF CLERK'S CONFERENCE: In favor - 1
Opposed - 30

RECOMMENDATION OF THE JOINT COMMITTEE:

Members Present: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

Recommendation: The Joint Committee agreed with the overwhelming majority of the Chief Clerks for the reasons listed under disadvantages.

HHG:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson


E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Rendon, Rosen, and Clegg, were unanimously in favor of the recommendation of the Joint Committee that an SAC Letter be transmitted to the field incorporating the three suggestions listed.

INC:ER

Respectfully,
For the Conference


Clyde Tolson


E. A. Tamm

THE DIRECTOR

7/9/46

THE JOINT COMMITTEE

CONSIDERATION (233)

EXCISE: LINDSEY GORDON
REASON: MINOR CIVILIAN

Executive Conference

REASON: DIRECTOR

That whenever routine changes are made in forms used by field offices the field be advised of the changes instead of the Bureau printing up the new forms and distributing them which causes the necessity of destroying the old forms on hand when the change, after all, is but a minor one. The suggestion includes the feeling that the clerical employees would make the necessary additions or deletions consistent with the instructions from the Bureau.

ADVANTAGES:

1. Each Chief Clerk has a form book and the changes can be made on the standard form.
2. It would save large quantities of paper which are now being destroyed.
3. It would prevent new forms and old from becoming mingled.

DISADVANTAGES:

1. The clerical time required to change the form would not be commensurate with the changes made with a saving in paper.

REASON: REASON OF THE CHIEF CLERK'S CONCERN

In favor - 20

Opposed - 4

RECORDED

& 353

INDEXED

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scholdt

29 66-2554-5288

SEP 6 1946

Recommendations:

It was believed that this matter could be best handled in the following manner:

1. Request each field office to watch very carefully its requisition of supply forms so as to not accumulate too many copies of any one form.
2. It was considered that whenever the changes are material it would probably be frequently less expensive to prepare a new form than to retype the changes and modifications on the old form.
3. That whenever there were minor changes the field be advised that while they are filling out the form on the typewriter it will be agreeable within the discretion of the particular office to make these minor changes during the process of typing.

It was recommended that an SAC Letter be transmitted to the field incorporating these 3 ideas.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1946

INDEXED

CC: Mr. Hendon

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #368

EMPLOYEE: SAC M. B. RHODES, ST. PAUL

MEMBERS PRESENT: H. H. GLEGG
R. T. HARBO

L. V. BOARDMAN
S. K. MCKEE

EMPLOYEE SUGGESTS: That sufficient copies of Bureau bulletins be furnished to each office so that a copy may be given to each clerical employee in addition to a copy for each Agent.

ADVANTAGES:

1. This would make it unnecessary to route copies of bulletins to clerical employees for initialling when the bulletins contain information needed by the clerical employees, or to bring the contents of the bulletins to their attention by other appropriate means.

DISADVANTAGES:

1. A large proportion of the Bureau bulletins do not include information needed by clerical employees.
2. Increased cost in printing.
3. Loss of clerical time unnecessarily reading bulletins which are not germane to their work.
4. Increase the possibility of having bulletins left in workboxes and other places where they should not be kept.
5. The experience of the field members of the Joint Committee is that the present procedure of presenting pertinent portions of Bureau bulletins to the attention of clerical employees either by routing copies to them, placing copies on the bulletin board, or through weekly conferences has worked entirely satisfactorily.

RECOMMENDATION: Unanimously unfavorable.

RTH:HD

RECORDED
&
INDEXED

166-2554-5289

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable on 8/26/48. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Glegg, and Harbo.

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: MR. GLEGG, MR. HENDON

THE DIRECTOR

8-8-46

THE JOINT COMMITTEE

SUGGESTION #361

EMPLOYEE: GALEN N. WILLIS
SAC, HOUSTON FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That all offices having regularly assigned complaint duty agents as a matter of course exhibit the outstanding identification orders to complainants appearing at the office and giving information tending to indicate violations within the primary jurisdiction of the Bureau.

ADVANTAGES:

1. This procedure might result in the identification and early apprehension of a Bureau fugitive in isolated instances.
2. There might be some public relations advantage in that a complainant might be favorably impressed by the procedure.

DISADVANTAGES:

1. There would be an unnecessary consumption of time on the part of both Bureau personnel and the complainant as a result of showing a large number of outstanding identification orders to the complainant.
2. In some instances, the reaction on the part of the complainant might be unfavorable.
3. Psychopathic complainants or persons otherwise unreliable in their statements might make poorly grounded identifications which would result in a great deal of waste motion on the part of field agents.

RECOMMENDATION: Unanimously unfavorable

RTH:DRU

EXECUTIVE CONFERENCE CONSIDERATION: On 8/26/46 - Unanimously unfavorable.
Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

RTH:AF

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED
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166-2554-5290

EX-25

RH

SEP 5 1946

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #371

EMPLOYEE: SAC GALEN N. WILLIS, HOUSTON

MEMBERS PRESENT: H.H. GLEGG
R.T. HARBO

L. V. BOARDMAN
S. K. MCKEE

EMPLOYEE SUGGESTS: That when a case is ~~delinquent~~ ^{called} in the office of origin solely for the reason that there is an undeveloped lead outstanding in an auxiliary office, the office of origin be authorized to place the case in a pending inactive status so that it will not be charged as a delinquent case in the office of origin.

ADVANTAGES:

1. This would more accurately reflect the number of cases which are delinquent as a result of outstanding investigative work in the office of origin.
2. It would reduce the percentage of delinquent cases in the office of origin.

DISADVANTAGES:

1. This would entail considerable clerical work for which there would not be adequate compensation from the results obtained.
2. Changing the method of computing the proportion of delinquent cases would tend to develop lax procedures on the part of the office of origin with reference to following up auxiliary offices to obtain prompt handling of all phases of the investigation.
3. The change in the method of computing delinquency would be undesirable because it would make future figures non-comparable with figures for prior periods.
4. Existing administrative procedures, such as routing slips, letters, telegrams and teletypes, could secure coverage on leads outstanding in auxiliary offices.
5. If this suggestion were adopted it could result in emphasis being placed on origin cases by an office of origin in order to artificially reflect a favorable administrative delinquency.

RECOMMENDATION: Unanimously unfavorable. If approved, there is attached a letter for transmittal to the Houston office.

Mr. Tolson (Attachment)

Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RTH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo

RTH:AF

RECORDED
&
INDEXED
66

106-2554-5291
SEP 4 1946
RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
AUG 27 3 06 PM '46

CC - MR. GLEGG, MR. HENDON

122
THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #1933

EMPLOYEE: SAC J. F. TROST
ATLANTA FIELD DIVISION

*Handling of lead
in field division*

MEMBERS PRESENT: R. T. Harbo D. E. Conroy
R. C. Hendon R. Scheidt

EMPLOYEE SUGGESTS: That it be required to note on the file jacket the name of the Agent to whom a particular lead in the field has been assigned.

ADVANTAGES:

1. By checking the file jacket it could be determined what Agent had a particular lead assigned to him.

DISADVANTAGES:

1. This is merely another idiosyncrasy on part of the SAC which serves no particular purpose and if all similar suggestions were adopted, a veritable mass of information would be recorded on file jackets.
2. The notification as to the assignment leads can, where necessary, be reflected on the file copy of the report along side the lead.
3. In most instances the SAC is familiar with the name of the Agent to whom the lead is assigned and can quickly verify the assignment through a check of the lead card back of the name of that Agent.

RECOMMENDATION: Unanimously opposed and that SAC Trost be instructed to discontinue this practice in his office.

RECORDED

RECORDED & INDEXED

347 266-255-1-5292

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 22, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

SEP 5 1946

100
THE DIRECTOR

August 23, 1946

THE EXECUTIVES CONFERENCE

REVISION OF SECTIONS 6 & 16 OF NATIONAL DEFENSE MANUAL
TO BE PLACED IN MANUAL OF INSTRUCTIONS

The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, considered the suggestion of Mr. Ladd and the supervisors of the Security Division for the consolidation of former sections 6 and 16 of the National Defense Manual dealing with the subjects "Overthrow and Destruction of the Government" and "Security Investigations" and consolidating them into one revised section to be included in the Manual of Instructions. The section has been reviewed in the Security Division and by Mr. Carlson of the Training and Inspection Division and the Executives Conference believed that the recommendation should be adopted for including the revised consolidated section in the Manual of Instructions.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

&
INDEXED

EX-19

166-3554-5293
1 SEP 4 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Harbo _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

SEP 5 - 1946

[Handwritten signature]

THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION #194

EMPLOYEE: CARA LEWIS

ATLANTA FIELD OFFICE

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. L. Conroy
D. Schmidt

EMPLOYEE SUGGESTION: That a form be approved for use in forwarding expense and salary checks to employees on road trips or in resident agencies.

ADVANTAGES:

1. This would provide for the return of the form to the field office constituting a receipt from the Agent.
2. This would eliminate the preparation of a letter forwarding the check to the employee.

DISADVANTAGES:

1. There is no requirement that the Agent receipt for a check sent to him.
2. Since checks are transmitted under registered mail without a return receipt requested, the registration receipt itself is sufficient and no communication, form, or otherwise is necessary. This would add another form.

RECOMMENDATION: Unanimously opposed and recommended that the Atlanta Office be advised to discontinue its apparent practice of forwarding checks by actual letter. Attached is a letter to the SAC at Atlanta.

Attachment

100/11

RECORDED & INDEXED

EX-10

1 SEP 4 1946

EXECUTIVES CONFERENCE AGREES:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, was unanimously opposed to this suggestion and in agreement with the recommendation of the Joint Committee that the attached letter go forward to Atlanta.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

THE DIRECTOR

7/9/46

per
JOINT COMMITTEE

SUBJECT: 313

REMARKS: HANCOCK FICHER

SAN JOSE FIELD DIVISION

Handwritten: That C-1 and C-2 films be microfilmed instead of filed in field offices.
REMARKS: That C-1 and C-2 films be microfilmed instead of filed in field offices.

ADVANTAGES:

1. Saves space.
2. Since the information contained thereon has not been authenticated the question of maintaining them in any form naturally arises.

DISADVANTAGES:

1. There would be difficulty in finding them since they are filed by data files throughout the office for the purpose of making microfilms.
2. Cost too much.
3. Very small.
4. Extensive procedure to locate the information subsequently.
5. Would make name check searches very difficult.

DISCUSSION - CHIEF OF R&I CONFERENCE: In favor - 1
Opposed - 29

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

Recommendation:

The constantly decreasing number of filmsoys received from the armed services has practically eliminated this as a problem and, therefore, the suggestion was unanimously opposed.

ENC:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

ENC:ER

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

Handwritten: 66-2554-5295
RECORDED
EX-109

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUGGESTION #325

EMPLOYEE: RALPH J. MILES
SAVANNAH FIELD DIVISION

EMPLOYEE SUGGESTS: That in Bureau Bulletins and SAC Letters when the caption or title of a paragraph is identical with a classification it not be required that such captions be indexed.

ADVANTAGE:

1. Automatically the filing by classification will lead to its location.
2. Saves time.
3. Saves index cards.

DISADVANTAGE:

1. More readily available for indexing.
2. Uniformity would be established.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 27
Opposed - 3

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed in the belief that this would be an unjustified exception to the usual indexing practice. The indexing of the bulletin may also be of assistance in locating old material and is of greater assistance in locating the material which might have been placed in a file different from the "00" file.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

EX-19

1 SEP 4 1946

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

NEW YORK

7/9/46

JOINT COMMITTEE

MEMORANDUM #329

SUBJECT: **INTERNAL SECURITY**
NEW YORK FIELD DIVISION

RECOMMENDATION: That the SAC's name be eliminated from the abstract and only the letters SAC and the location appear.

ADVANTAGES:

1. Saves time.
2. Unnecessary.
3. Saves space.
4. Uniform at Seat of Government and Field.

DISADVANTAGES:

1. There might be a question as to whether a newly arrived SAC handled the matter or whether his immediate predecessor did.
2. Not inconsequential to bother making suggestion.
3. Fixed responsibility.

RECORDING UNIT OF THE OFFICE OF THE ATTORNEY GENERAL: In favor - 21
Opposed - 9

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed. Cases arise in which communications will be sent to the Bureau by Special Agents in Charge from divisions other than those of their assignment, and under the suggestion it would be necessary for the abstract slips covering such communications to be filed in a separate section in the Bureau's filing system which might lead to subsequent confusion. Further, the saving to be realized hardly equals the work required in making the change.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 8, 1946, at New York. Tamm, Long, Hendon, Egan, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

RECORDED
& 349
INDEXED

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

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ke
THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #347

EMPLOYEE: G. N. WILLIS
SAC, HOUSTON FIELD OFFICE

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: In connection with his self-inspection report SAC G. N. Willis raised the question as to whether it is imperative that each office have in stock several .45 and .38 calibre pistols for emergency use pointing out that no such firearms were presently available to the Houston Office.

Under the present manual provisions this is a requirement. The Joint Committee is of the opinion that the manual should be changed and that in addition such weapons presently in the field office should be recalled to the Bureau. At the present time it is most infrequent that a Bureau Agent desires to utilize an automatic pistol. Training is not given in the use of these weapons either in the field or at Quantico. They are unsafe in the hands of anyone not thoroughly acquainted with their operation. It is the general consensus of Bureau Personnel that a regular revolver should be carried for emergency use rather than the automatic. It is felt that the possibility for serious accidents exists in the availability of these weapons to personnel not thoroughly acquainted in their operations.

RECOMMENDATION: Unanimously agreed that the manual be changed and that all .45 and .38 automatic pistols be recalled to the Bureau from the field for appropriate disposition and that the surplus .38 ammunition also be disposed of.

RGH:PJOY

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED
& 347
INDEXED 66-2554-5298
SEP 1 1946

The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and Nease in attendance, was in unanimous agreement that this matter should be referred for study to ten representative Special Agents in Charge, to Mr. Daughman and to the firearms staff at Quantico. Upon receipt of their recommendations, the matter will again be considered by the Conference for action.

Respectfully,
for the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 9 1946

7. Such increase in the discretionary powers of Special Agents in Charge as this suggestion might entail places the responsibility where it rightfully belongs and SACs are already expected to exercise discretion of this sort in making comparable decisions such as whether cases should be opened or investigations made.

DISADVANTAGES:

1. The permission not to send reports on "trivial matters" to the Bureau, even with the other safeguard provisions, leaves it to the interpretation of individual supervisory officials as to what reports even including positive information are to come to the Bureau with the consequent chance that some reports which should be sent will not come in.

2. The proposed change as to not sending in all complaints originating with other Governmental Agencies may give rise to a situation in which the local Governmental Agency has reported to its Washington Headquarters referral of a complaint to a Bureau field office with the result that the Headquarters will inquire of the Bureau as to the status of the case which could not be answered because we would not have a record of the complaint on file.

RECOMMENDATION: Unanimously agreed that the formula for closing cases administratively be changed as follows:

1. The information developed is negative or trivial and no special reason exists for advising the Bureau.

2. When the investigation would have been included in an original opening and closing report.

3. Where no process was issued.

4. Where the inquiry did not originate on the basis of the request from the Bureau. (This eliminates the following): "or from another Government Agency in the field direct to the field office."

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance was unanimously in agreement with the recommendations of the Joint Committee.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #231

EMPLOYEE: J. STERLING ADAMS
ASAC HONOLULU FIELD OFFICE

Executive Conference

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: (1) That the rule as to closing cases administratively be changed to dispense with the requirement that reports be submitted to the Bureau in all instances wherein the investigation originated on the basis of a request from another Governmental Agency in the field direct to a field office.

(2) That this rule further be changed to provide that even where information developed is positive a report not be submitted to the Bureau.

ADVANTAGES:

1. Under the present rule reports in all complaints dealing with Crime on a Government Reservation, Thefts of Government Property and similar cases must be sent to the Bureau since most of these cases originate with Army or other Governmental officers in the field. If the present rule were broadened many useless and unnecessary reports would be eliminated.

2. Lack of uniformity among field offices in their interpretation of the meaning of the word negative with the result that some offices are sending reports which might be deemed to be of a positive but trivial character whereas others are not doing so.

3. The elimination of the reports with regards to requests originating from other Governmental Agencies would not result in any disadvantage to the Bureau inasmuch as a safeguard exists which provides that where a special reason exists such reports would come to the Bureau. Also even under the change those reports would come to the Bureau in those cases in which other Governmental Agencies at Washington referred the case to Bureau Headquarters.

4. The suggested rule would legalize procedures being followed by any office at the present time.

5. If a strict interpretation was placed on the present rule by all field offices it would result in a large volume of reports of an inconsequential nature being transmitted to the Bureau.

6. The elimination of the submission of trivial reports to the Bureau is in accordance with streamlining principles.

RECORDED 347 66-2554-5299

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ER

THE DIRECTOR

July 26, 1946

THE JOINT COMMITTEE

SUGGESTION #199-B

EMPLOYEE: SAC J. F. THOST
ATLANTA FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That memoranda covering investigative activity be posted to the assignment card where no further work can be done in that office or a report submitted pending the covering of leads in an auxiliary office.

ADVANTAGES:

1. It would prevent an office being charged with a delinquency where a report had not been submitted because action was awaiting an auxiliary office.

DISADVANTAGES:

1. This would open many loopholes for the posting of memoranda.
2. Such a system would tend to relieve pressure upon auxiliary offices of origin for action on pending leads.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

EX-21

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1/2/46

JOINT COMMITTEE

1/2/46

RECEIVED

RECEIVED FILED

EMPLOYEE COMMENTS:

That when serials are charged from closed files field offices be permitted to place the charge-out slip on the outside top cover of the file attached underneath the Acco fastener.

ADVANTAGES:

1. Eliminates need for additional red flag.
2. Can discover at a glance without lifting cover that serial is missing.
3. Could serve as a tiecler for missing serials.

DISADVANTAGES:

1. Some become detached or lost.

REG. CHAIRMAN - CHIEF CLERK CONFERENCE: In favor - 20
Opposed - 10

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION:

Unanimously opposed. Such a practice would not eliminate the need for using the red card the purpose of which is to serve as a flag that material is charged out from closed files in that particular drawer. In addition, the danger that the charge-out slip would become detached and lost if placed on top of the file cover has been greatly increased through the adoption of the rule providing that file folders are now to be destroyed when the file has been closed for more than one year.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, Messrs. Tamm, Long, Hendon, Ladd, Clegg, Tracy, and since in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

July 30, 1946

MEMORANDUM FOR MR. TOLSON

WILLIAMS
RECEIVED CASE

With reference to the attached Executive Conference memorandum relative to what our Laboratory policy should be in connection with examinations in this case, I assume that despite what decision the Director may make, he will desire us to furnish testimony of our Single Fingerprint Experts if requested at any trial. These experts, of course, positively have identified latent fingerprints appearing on the ransom note as being those of Heirens and to withhold such testimony would subject us to extreme criticism and might defeat the ends of justice.

In this regard, the Chicago Police Department has done nothing in so far as the fingerprint examinations are concerned which is contrary to our policy. From publicity appearing, this is probably a moot question since the indications are that this case will not come to trial.

Respectfully,

R. C. Hendon

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&
INDEXED

EX-22

61 OCT 23 1946

FOH:ICB

Director's Notation: "Yes, we will make reports on fingerprints but none on handwriting since outside expert was used. H"

ENCLOSURE

EX-22

NOV 4 1946

1946

ORIGINAL COPY FILED

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: July 27, 1946

FROM: THE EXECUTIVE CONFERENCE

SUBJECT:

Reference is made to the Executive Conference memorandum dated July 22, 1946, relative to the examinations made by the Bureau in the Decman case at Chicago, and the Director's notation on this memorandum which reads in part "... we will make no further examinations in this case of any kind. We are not going to be used for part and not all, particularly when we render it free..". Reference is also made to the Director's statement contained in his memorandum to Mr. Tolson and Mr. Harbo, dated July 17, 1946, reading in part as follows "... because it has been the established policy of this Bureau to assist local police departments in Laboratory examinations only in those cases where this Bureau is the sole Laboratory utilized, other than such police laboratories as might exist."

In view of the above, this matter has been reconsidered by the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Ladd, McCabe, Nichols, Hince, and Long.

POLICY IN MAKING LABORATORY EXAMINATIONS
FOR OUTSIDE AGENCIES

The policy we have been following with reference to making Laboratory examinations for outside agencies is that we do not examine evidence that has been previously examined or worked upon prior to its receipt by the Laboratory, and no Laboratory expert will be provided to give testimony in the State Courts if another expert is being employed on the same subject matter by the prosecution.

We have endeavored to follow this policy to the extent of not examining evidence submitted to the Laboratory where outside experts have made, are making, or, insofar as we can determine, will make any laboratory examinations. It has also been our policy not to duplicate the work of other "experts" and not to testify in court in corroboration of outside "experts" with regard to any piece of evidence.

This policy has been applied to include all "experts", even those of the laboratories of law enforcement agencies. Our reasons have been:

- (1) In the interests of economy to eliminate duplication of effort.
- (2) Other examinations of the particular evidence subject it to contamination and may change its character, which would prevent a successful examination by our expert and make it impossible for him to properly interpret his findings.

ENCLOSURE

- (3) To prevent our Laboratory from being used to verify the work of others and thereby build up their prestige at our expense.

The only agency to which a different policy has been applied has been the Metropolitan Police Department, where the Director stated all Laboratory

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OCT 23 1946

examinations in connection with all the evidence in a particular case investigated by them or we were to make no examinations in such case. These instructions came about as a result of the murder case involving Joseph Dunbar Medley, presently awaiting execution. In that case, the Metropolitan Police Department had us take some Laboratory examinations, as well as the Bureau of Standards. Although the examinations were different, we were qualified to have done all the work in the case.

Any requests contrary to our general policy as previously set forth have been submitted on the basis of the merits of the individual situation and any decision made particularly having in mind the desire not to injure the proper administration of justice.

POLICY AS TO FINGERPRINT EXAMINATIONS MADE BY THE IDENTIFICATION DIVISION

The policy we have been following is to make examinations for outside agencies even though a previous examination was made by the local police department identification officer. We will not furnish our expert to testify, however, if another is to testify to the same matter. The reason for this policy has been that practically every police department has an identification officer and we would have no way of controlling the making of a previous examination, and it has been felt that we are rendering valuable assistance in the proper administration of justice.

POSSIBLE REACTION TO APPLYING DIFFERENT POLICY TO THE DEGNAN CASE

The members of the Conference considered the possible reaction would result if we at this time applied in the Degnan case a policy that is contrary to our general policy as set forth above.

It was pointed out that the assistance we rendered in this case at the outset was at the specific request of Commissioner of Police Prendergast, who called upon us stating that he was dissatisfied with the slow service of the laboratory work of the Chicago Police laboratory. The Bureau agreed to render them such laboratory assistance in line with our established policy and has done so. Exceptions to this policy were made however. After our first examination of the ransom note it was learned that a previous examination (called preliminary in nature) had been made by a Chicago handwriting expert, Herbert Walters. However, with the Director's approval a report dated January 21 was submitted to the Chicago Police. Also it is to be recalled that after the Cartographer for the Chicago Daily News, Frank San Hamel, observed what he regarded as "hidden writings" (indentations) while retouching for newspaper reproduction, with the Director's approval, we made a reexamination to verify his findings and we found no indented writings as claimed by San Hamel. Therefore, it can be seen that any exceptions to this policy were made with full knowledge and after consideration of the merits of the particular situation, the Degnan case being a most shocking crime which received Nation-wide publicity.

The Conference realizes that when what appears to be the "payoff" document examination was at hand, it was not submitted to the FBI Laboratory, although we

had been of very valuable assistance in this case at a great expenditure of scientific manpower. However, the Bureau has received a considerable amount of very favorable publicity in connection with this case, both in the papers and over the radio.

If we now apply a policy in this case contrary to that which is well known and so far applied, it is very possible that the Bureau will be placed in a position subject to criticism and unfavorable publicity. It is felt that if we go to the Chicago Police Department and State's Attorney Tuohy and advise them that we will make no more examinations in this case, such will undoubtedly be immediately released to the press as a stand contrary to our established policy and contrary to the basis on which we originally said we would assist. The defense undoubtedly would make capital of our refusal to render any more assistance in the case.

On the other hand, if we do not advise the Chicago Police Department and State's Attorney Tuohy that we are not going to make any more examinations in this case, it is possible that they will have evidence brought here or sent here for examination within our policy and we would then have to advise them that we cannot make further examinations in this case, which undoubtedly would result in the same unfavorable publicity.

RECOMMENDATIONS:

In the light of the above, the Conference asked that the Director reconsider this matter and makes the following recommendations:

(1) That we continue to apply to this situation our long-established policy and not make any change, which would mean

- (a) That we would continue to make Laboratory examinations of evidence in this case which has not previously been examined, but will not provide testimony if another expert is being employed on the same subject matter by the prosecution.
- (b) That we would continue to make fingerprint examinations even though previously examined, but we would not furnish our expert to testify if another is to testify to the same matter.
- (c) Any requests for an exception to this policy would be submitted to the Director for a decision based on the merits of the particular situation.

(2) That SAC McSwain of the Chicago Field Division be instructed to immediately contact State's Attorney Tuohy and fully acquaint him with what has been our

long-established policy as enumerated under 1(a) and 1(b). It is not felt necessary that McSwain further advise the Chicago Police Department, since they have been so informed previously.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

HBL:AF

DIRECTOR'S NOTATION: "I think our position should be that we will make an examination only if all phases of that particular class are sent to us. That is to say if fingerprints are sent us then all must be sent us & not to any outside expert. If a Police Dept. utilizes its own Lab, then we will make an examination but not supply an expert to testify. However, if an outside expert is used then we will not make any examination of that particular class of evidence. In Heirens case we would render reports on fingerprint examinations but no reports on handwriting since an outside expert has been used. H".

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUBJECT: (222)

INCIDENT: JEAN MUSZNAK

BALTIMORE FIELD DIVISION

REFERENCE AND INFO: That the sent and received records on the direct wire of the teletype machines on the East Coast be destroyed after a week's period.

ADVANTAGES:

1. Saves time
2. Saves filing space
3. Gets rid of junk

DISADVANTAGES:

None cited

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 5 (only those concerned)
Opposed - 1 (NFO)

HHC:ER

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

RECOMMENDATION:

Unanimously favorable. These records are maintained on a daily basis and show the number of each message sent on the direct line teletype system to the Bureau for relay of the telemeter system to Chicago, San Francisco, or Los Angeles. They do not serve a purpose after the acknowledgment of the message has been received back or after the short period of time required to check on a garble.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Lince in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Reese
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

8/8/46

JOINT COMMITTEE

EXHIBITION #273

REPLY: SA WILLIAM R. FELLON
SAN FRANCISCO FIELD DIVISION

MEMORANDUM FOR:

F. B. Clegg
R. G. Hendon

D. E. Conroy
E. Schofield

REASON FOR REQUEST:

That monographs be prepared by the Bureau and distributed to the field dealing with the history and organization of such famous foreign law enforcement organizations as [redacted]
[redacted]
[redacted]

b7D

ADVANTAGES:

1. This would make readily available to the Agents background information on these organizations to satisfy their curiosity and to enable them to speak with some authority concerning them.
2. It might be of assistance to them in making speeches or appearing before police schools.

DISADVANTAGES:

1. The value to be derived from such monographs is not equivalent to the amount of work required in their preparation and dissemination.
2. Such material is readily available from library and encyclopedia references to those Agents who are interested.
3. Such a monograph was prepared a number of years ago on Scotland Yard and sent to all field offices and there was no material advantage gained thereby.

RECOMMENDATION:

Unanimously opposed.

NOTED

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

RECORDED
Glyde Tolson

INDEXED

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

SAC, PITTSBURGH

AUGUST 26, 1946

jes
DIRECTOR, FBI

New Special Agent

While recently in attendance at In-Service School, Special Agent John P. Stutsman of your office made a suggestion which had for its purpose the improvement of the Special Agents of the Bureau in conducting interviews. Agent Stutsman subsequently advised Mr. Clegg by letter, as requested, that he would be able to prepare certain written suggestions, a prospectus, including a lecture to be presented, the various forms necessary in the criticism of an Agent on test interviews and other similar matters incidental to the complete formulation of an improved course of training on this subject. He indicated he would be able to prepare such material within fifteen working days. The Bureau desires that you authorize Agent Stutsman to prepare such material; that you have this done under your close supervision in order that the project can be completed at least within the time specified and that the finished product be furnished to the Bureau promptly after it has been completed.

The Bureau appreciates very much the suggestion of Agent Stutsman and his willingness to prepare basic material which is based upon his experience both before entering the service and since becoming a Special Agent.

Communications Section
3-26-46

hhc;pj;hd

approved by Executives Conference on 8/21/46, those being present - Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo, and Clegg. hhc

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61 SEP 2 1946

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EX-29

ORIGINAL COPY FILED IN

58 SEP 11 1946

THE DIRECTOR

September 3, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 26, 1946, consisting of Messrs. Ladd, Tracy, Clegg, Hendon, Harbo, Nichols, Rosen, and Glavin considered a suggestion made by Glavin concerning the retention of Special Agent examination papers. Glavin pointed out to the Conference that under date of July 2, 1942, the Executive Conference, consisting of Messrs. Tolson, Ladd, Tracy, Quinn Tamm, Carson, Rosen, Hendon, Clegg, Kramer and Glavin considered a suggestion made by Mr. Hendon that examination papers for the position of Special Agent be destroyed after they have been graded. Hendon pointed out that there were 32 file drawers of such examination papers in the Personnel Files Section which could be utilized for other purposes. He further pointed out that while upon some occasions, it might be helpful to have the examination paper to fortify the Bureau in furnishing advice to some Congressman as to why an applicant had failed. Mr. Hendon suggested that the greatest difficulty arose in those instances where the applicant was of good legal ability and intelligence and it was a borderline case, in which instance the examination paper itself would be of little use. Glavin at that time pointed out that he calls for some of the papers about every week to point out why an applicant did not get a satisfactory grade. The remainder of the Conference voted to retain the papers for a period of one year as is presently done. It was felt that even though utilized but occasionally, it would not be safe to destroy these papers. The Director approved Mr. Hendon's suggestion and it was put into force.

Glavin again brought up to the Conference that in the recent past, he has had need for these examination papers in order to go over the qualifications of certain Agent applicants and has not been able to have such papers due to their being destroyed. The papers are very desirable in reviewing applicants, particularly accountants when the applicants appear to have a good accounting background but have unsuccessfully taken the examination as there may be some oversight involved that, when considered, would make it worthwhile for the applicant to again afford such an applicant another examination. EX-19 & 66-2554-5305

The Conference unanimously agreed with Glavin that it would be desirable to maintain such papers for the period of one year in the future.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Hendon

Mr. Clegg

WEG:ejm

24078

The Conference points out that Reardon is the individual against whom complaints were made to the Department in 1945 because of his open and derogatory statements concerning the FBI to the effect that it was no different from the Gestapo, that the Agents were "a bunch of little college boys who were trying to run the Department of Justice and put the people all over town in jail" and who represented from time to time people whose backgrounds were questionable. It will be recalled that upon one occasion on the stationery of the U. S. Attorney, Reardon had requested two military policemen to appear as witnesses in Wilmington municipal court in a state case in which Reardon was serving as defense attorney. As a result of our complaints to the Department, Mr. Vanech severely talked to Reardon and instructed that it would be necessary for him to get along with the Department of Justice and the FBI.

In view of this information concerning Morris and Reardon, Messrs. Tolson, Glavin and Hendon recommend that Mr. Morris be advised that due to our budgetary limitations we do not have available clerical or Agent personnel to keep in the Wilmington Resident Agency at all times. These members of the Conference feel that the situation at Wilmington is no different from that which exists in many points throughout the country such as Spokane, Washington, Columbus, Ohio, Billings, Montana, and other places where U. S. Attorneys are located away from headquarters cities and where Resident Agencies are located. It is believed that the Bureau cannot afford to expend the personnel and time required to have someone always available and that an exception should not be made for Wilmington. They further feel that due to the various emergencies and assignments which arise every day, it would be impractical to make arrangements whereby an Agent would be at the Wilmington Resident Agency office for any particular hour or two during the day. They are further of the opinion that by this arrangement Morris probably seeks to evade some of his own responsibility in interviewing callers at the office of the U. S. Attorney.

The other members of the Conference, consisting of Messrs. Tamm, Nichols, Ladd, Long and McCabe, with whom Mr. Clegg had previously concurred, recommend that the Special Agent in Charge in conference with the U. S. Attorney decide upon one or two periods per day during which regularly one or more Special Agents could be present in the office and that the U. S. Attorney be so advised so that he could refer callers to the office during those periods.

All members of the Conference were unanimous in recommending against the designation of a stenographer full time in the Wilmington Resident Agency and believe that the previously recommended Bulletin to all Agents pointing out the need for expediting reports in cases

THE DIRECTOR

7/26/46

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, ~~Wetmore~~, Ladd, Long and McCabe considered the suggestion of U. S. Attorney John J. Morris, Jr. of Wilmington, Delaware as follows:

1. That it would increase the effectiveness of the FBI work at Wilmington if someone would be on duty in the Resident Agency Office at all times during business hours. He advised that his office has frequent occasion to communicate with the office and if some way could be arranged to relay messages to Agents or to find out approximately when the Agents would be in the office, it would facilitate their operations.
2. That a Stenographer constantly assigned in the office at Wilmington would prevent the long delays which frequently occur in obtaining reports, which would be advantageous particularly since under the new Criminal Rules a defendant may waive indictment and enter a plea of guilty on a Criminal Information, which requires that the U. S. Attorney be in early possession of the facts of the investigation.

It is pointed out that at Wilmington, which is in the Baltimore Field Division, there are three Resident Agents. John J. Morris was first appointed U. S. Attorney at Wilmington in 1925 and served until 1933 and was reappointed in 1944. When investigated prior to his last appointment, it was the consensus of opinion of persons interviewed that Morris would not devote the necessary time to the U. S. Attorney's office due to his private practice.

RECORDED

66-2554-530

Mr. Hendon pointed out that when he was Agent in Charge at Philadelphia in 1937 and 1938, Morris was seldom in the office. At that time Morris also raised the question of having someone permanently available at Wilmington to handle interviews and to expedite the receipt of reports. Morris has not been particularly cooperative or friendly with the Bureau over the years although he gives lip service. In October 1945, SAC Hallford advised that Agents in the Wilmington area had often stated that it was very difficult to reach Morris in connection with cases they desired to discuss with the U. S. Attorney and that as a result nearly all cases had to be discussed with Assistant U. S. Attorney Francis A. Reardon and that both of these individuals have a rather passive attitude toward carrying out their duties as prosecutive officials of the Government.

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under the New Rules of Federal Criminal Procedure will help to alleviate this situation. In addition, SAC Hallford will be instructed to take such steps as are necessary to insure that there will be no reasonable ground for criticism on the part of Morris because of any delay in receiving investigative reports.

Upon decision of the Director, the U. S. Attorney will be advised by letter.

I will agree but I think this is merely "checking" the matter. Unless Hallford has it vigorously emphasized on him.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

ADDENDUM 7/26/46

If you approve these recommendations, I will, in addition, talk to Mr. Hallford while he is in town and emphasize to him his personal responsibility in insuring that the U.S. Attorney's Office at Wilmington receives reports promptly and that long delays in the submission of reports do not occur.

EAT:RH

THE DIRECTOR

7/25/46

THE EXECUTIVES CONFERENCE

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the suggestion that there be reprinted the following pamphlets or memoranda which are attached hereto:

1. ~~Instructors Outline on Defensive Tactics.~~

This has heretofore been printed but may in the future be mimeographed. It is given to all Special Agents who qualify as Physical Instructors in defensive tactics methods. It is given to all students who attend the FBI National Academy and to former graduates of the Academy to serve as a guide in teaching this course.

2. A reprint from the March and May, 1945, issue of the FBI Law Enforcement Bulletin on the subject of Disarming Methods which is provided to newly appointed Special Agents, students in the FBI National Academy, former graduates of the Academy and Police Agencies making official requests for copies.

3. The booklet entitled "Some Suggestions for Physical Training which was devised for issuance to Special Agents and members of the future New Agents Classes on the occasion when the Bureau discontinued the requirement that there be supervised physical training periods in field divisions.

This provides helpful suggestions for those who desire to engage in self-directed exercises for general conditioning and is also provided to students in the FBI National Academy, when requested, for the same purposes.

It was recommended that 500 copies of each be reproduced as the conditions in the Mechanical Section permit it.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Carson _____
 Egan _____
 Gurnea _____
 Hendon _____
 Pennington _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

5 SEP 26 1946 45
Attachments

RECORDED
&
INDEXED

EX-34

166-2554-5306

FBI

SEP 13 1946

ORIGINAL FILED IN 74-3-1

THE DIRECTOR

September 3, 1946

THE EXECUTIVE CONFERENCE

TELEPHONE CALL FROM MRS. PARKINSON
AMERICAN CHEMICAL SOCIETY

Mrs. Parkinson telephoned Mr. Harbo on August 30 and stated that the 4th edition of the book "Forensic Chemistry and Scientific Criminal Investigation" by A. Lucas, has just been published. She inquired whether it would be possible to have an examiner in the Laboratory prepare a review of this book for publication in "Chemical and Engineering News", an official publication of the American Chemical Society.

This book is a British book and is recognized as a standard reference work in this field comparable with "Criminal Investigation" by Hans Gross. All earlier editions of the book by Lucas have been used for reference and instructional purposes in the Laboratory for several years.

This matter was considered by the Executive Conference on September 3. It was pointed out that if such a book review were to be prepared it should be prepared over the name of the individual who actually reviewed the book. The Laboratory will, of course, desire to obtain the book and review it, regardless of whether a book review was prepared.

Messrs. Glavin, Ladd, and Harbo were in favor of having a qualified examiner with a Ph. D. degree in chemistry review the book in accordance with the request. The remainder of the Conference, Messrs. E. A. Tamm, Hendon, Nichols, McCabe, Tracy, and Clegg, were opposed to our complying with the request. Mr. Nichols pointed out that whatever we said about the book would probably be used for the purpose of promoting sales by the publishers.

A reply to Mrs. Parkinson is being held in abeyance pending the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

EX-29

66-254-5307
1 SEP 5 1946

RH

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 SEP 6

The proposed form was submitted to Messrs. Boardman, Nichols, Ladd, Harbo, and Soucy for their observations. Messrs. Boardman, Nichols, Ladd and Harbo were opposed to the use of this form. Messrs. Boardman and Soucy were in favor, with Boardman making exceptions to the effect that the use of this device may be desirable at certain irregular intervals but not on a stated monthly schedule.

RECOMMENDATION: Unanimously opposed.

INITIALS:

DISCUSSIONS REQUIRING CONSIDERATION:

The Conference unanimously opposed this suggestion on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

LEADER

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

8-18-46

THE JOINT COMMITTEE

SUGGESTION #171

EMPLOYEE: T. E. Naughton
Inspection, St. Paul Office

AGENTS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo S. K. Lofco

EMPLOYEE SUGGESTION: Suggestion made by the St. Paul Office that a form be approved which will list monthly the individual cases assigned to each agent in the office. This list would be prepared in conjunction with the preparation of the monthly administrative report and would show the file number, date received, or date of last report. After review by the SAC, the sheets could be forwarded to the individual agents for them to insert information reflecting the appropriate data the report can be completed and the number of days to complete the assignment.

ADVANTAGES:

1. The use of this form would tend to reduce the case delinquency of individual agents.
2. It would serve as a device for enabling the SAC and other field supervisory employees to give the work of individual agents closer supervision.

DISADVANTAGES:

1. Under this plan, the lists for all SEP 5 1946 are made on the same date, and it is obviously impossible to adequately review for the purpose of constructive suggestions the work of all agents in the period of a few days. It is believed that a better procedure is to spread out over the period of the entire month the function of reviewing in detail the status of cases assigned to individual agents.
2. The proposed procedure would constitute an unnecessary clerical burden on the office as well as an unnecessary burden on the supervisory officials if this procedure were required each month.
3. It obviously is not in conformity with the streamlining of Bureau procedures.
4. The same results can be obtained without the use of any form, and at the same time the function would be spread evenly throughout the month.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #277

EMPLOYEE: SPECIAL AGENT B. M. SUTLER
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. R. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That efforts be made through the Department to secure legislation making it illegal for any concern to use the initials FBI.

ADVANTAGES:

1. It would make it a violation of the law to commercialize on the name of the FBI.
2. It would prevent such use being made of the Bureau's initials to indicate endorsements of various activities on the part of the Bureau.

DISADVANTAGES:

1. Such legislation would be difficult to secure.
2. There are very infrequent instances in which there is any attempted misuse of the Bureau's name and these can be controlled by individual contacts in each instance.
3. It might be possible were other means, such as direct contact, available.

RECOMMENDATION: Unanimously opposed.

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&
INDEXED

66-2554-5311
13 13 II
SEP 5 1946

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Mr. Gandy

56 SEP 6 - 1946

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #275

EMPLOYED: H. E. GAILSON
NEWARK FIELD DIVISION

MEMBERS PRESENT:

H. R. Glegg
E. C. Hendon

E. E. Conroy
E. Schoidt

EMPLOYEE SUGGESTS:

That during the investigation of the Communist Party all field offices prepare a list of persons who could be considered potential informants in the event of a break in diplomatic relations with the Soviet Union.

ADVANTAGES:

1. This would make available a list of those who belong to the Party because they are opportunists but who do not have loyalty.
2. In the event of a break such individuals could be immediately and simultaneously interviewed for information concerning the activities of the Party and its prospective program.

DISADVANTAGES:

1. If a person of this category becomes known to a field office it should take necessary steps to develop him as a current informant.
2. Persons who might be properly placed on such a list due to their lack of real loyalty to the Party would probably make themselves available to the Government in the event of a break in relations in order to obtain consideration and for self-protection.
3. Such a list would not be reliable inasmuch as it is impossible to accurately predict which individuals would terminate their loyalty with the Communist Party at some future date.

RECOMMENDATION:

Unanimously opposed

CH:ED

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-11-86 BY SP 6 BJA/HR

240 C.N. 263

56 SEP 6 - 1946

CC: Mr. Hendon
Mr. Glegg

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #339

EMPLOYEE: SAC L. O. TEAGUE
ANCHORAGE FIELD DIVISION

EMPLOYEE SUGGESTS: That a bulletin be issued to the field advising of the peculiar geographic and economic facts concerning Alaska so that Agents in setting out leads for coverage by the Anchorage Office may better evaluate their requests.

ADVANTAGES:

1. The geographic and economic situation in Alaska is different from that existing in most field divisions with the result, due to communication, travel and other limitations, leads cannot be handled as expeditiously as in domestic offices.
2. Due to a lack of knowledge of Alaska, leads are set out which are most difficult, if not impossible, to cover due to their non-specific nature.

DISADVANTAGES:

1. There are peculiarities existing in all field divisions and there would seem to be no great reason for furnishing information concerning Alaska's peculiarities to the field and those that exist elsewhere.
2. Other offices receive non-specific leads just as does Alaska, and a general bulletin such as suggested will not correct this error.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed to the submission of the bulletin but in favor of instituting a lecture of approximately thirty minutes before all In-Service Training Schools concerning the handling of investigations in all territorial offices and non-domestic areas which would include Canada and Mexico.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference on August 9, 1946, SEP 5 1946, Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Wince in attendance, unanimously agreed with the recommendation of the Joint Committee.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

56 SEP 6 - 1946

and the Selective Training and Service Act, in so far as government service in their employment agency was concerned, in those instances, the Bureau would have to pass on whether a man should or should not be awarded a service key even though he had resigned, when it was known that he resigned for the sole purpose of entering the military service and it was his desire to return to Bureau service immediately upon release from military duty. The Conference feels, therefore, that the Bureau should continue its present policy of awarding service keys for actual Bureau service or service rendered under Bureau control or assignment. Under Bureau control or assignment takes into consideration a case such as Inspector Morgan when he was assigned to a Congressional Committee at the direction of the Director and not through any choice of his own.

Should the Director approve the Conference recommendation, Mr. Deger will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Hendon
Mr. Clegg

Glyde Tolson

E. A. Tamm

WEG:am

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

THE DIRECTOR

8/5/46

THE EXECUTIVE CONFERENCE

The Executive Conference of 7/26/46, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Hince, Ladd, Long, McCabe and Glavin considered a suggestion by J. Robert Rager, of the Director's Office, concerning the awarding of Service Award Keys.

Mr. Rager, in his communication to the Director under date of July 24, 1946, pointed out that for all practical purposes, such as seniority, retirement benefits, and the granting of periodic in-grade pay increases, the Government has established the policy that an employee on military leave is to be treated in the same manner as though he had continuous active duty with the government agency by which he is employed. Mr. Rager feels that it might be well for the Bureau to consider in the service time of an employee, in connection with the awarding of Service Keys, that time which he has spent in the military service. Rager pointed out that FBI employees while in the armed services did not try to cut corners, realizing that their future depended on their maintaining clean records; that such men elected to play the game straight, possibly missing out on some of the good times enjoyed by some of his buddies; that although some Bureau employees were not on active Bureau duty, they attempted to conduct themselves as any conscientious employee on active duty. Rager advises that he not only speaks for himself when he states that the Bureau employee on military leave still considered himself a Bureau employee, but he speaks for others. He points out that although the Service Award Key has no material value, its sentimental value to the employee who plans to make a career of the Bureau is of extreme importance.

The Conference carefully considered Rager's suggestion since, for all practical purposes, government employees on military leave retained all rights which were retained by all employees who were continuously in an active duty status.

The Conference feels, however, that the Bureau should not make any change in its regulations concerning the awarding of Service Keys. It points out that such keys are awarded for actual service in the FBI, and that if any exception were made in the awarding of such keys, considerable difficulty would be experienced; that in many instances employees leave the Bureau service to go into the armed forces, and although they still continue to have all the benefits under the GI Bill of Rights

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

SEP 6 - 1946

THE DIRECTOR

8/7/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Rosen, Harbo, McGuire, Mumford, Hendon and Tracy on August 5, 1946, considered a recommendation made by Miss Hanson of the Typing Section in the Identification Division that the Identification Division immediately discontinue sending follow-up copies of records to contributors who have been inactive for one year or more.

For the Director's information, follow-up copies of records are sent to contributors who have submitted fingerprints within the past five years, however, when a contributor has not been sending fingerprints for one year or more it is felt by the Identification Division that it is a waste of time to furnish the follow-up copies. There will be a slight saving involved if this change in procedure is approved. The Conference unanimously recommends approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

1 SEP 5 1946

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 SEP 9 1946

THE DIRECTOR

8/30/46

EXECUTIVES CONFERENCE

CLARENCE WILLIAM HYLBERT
CHIEF OF POLICE
PARKERSBURG, WEST VIRGINIA
APPLICANT FBI NATIONAL ACADEMY

Chief Hylbert, according to the Pittsburgh Office, is presently 54 years of age and will be 55 before the opening of the January Session of the Academy. His application, however, indicates he is now 53 years of age and will be 54 by the time the class begins in January. The Pittsburgh Office has recommended that we waive our present age requirement for admission to the Academy in view of the outstanding position Chief Hylbert occupies in the field of law enforcement in West Virginia. He is presently actively engaged in organizing a Chiefs of Police Organization in the state, and he has, over a period of time, been designated on the committee of International Chiefs of Police with respect to the highway safety program which he has handled in the State of West Virginia. SAC Fletcher stated that Hylbert, in his opinion, is the most aggressive and capable Chief of Police in the State of West Virginia. It is noted that we have waived the age limit for entrance to the Academy in three other cases, the highest age in any instance, however, being 53 years.

The Executives Conference on August 29, 1946, those in attendance being Messrs. Ladd, Glavin, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan, unanimously recommended that we waive our age limit for admission to the Academy in the case of Chief Hylbert.

WFM:ER

Respectfully,
For the Conference

RECORDED
&
INDEXED

SEP 5 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 SEP 9 1946

THE DIRECTOR

8-12-46

RE: JOHN G. BARTER

MEMORANDUM FOR:

EMPLOYER: O. G. Clegg
Collective Services Section
Investigative Division

MEMBERS PRESENT: D. H. Clegg L. W. Boardman
D. T. Harbo S. E. Nelson

EMPLOYER REQUESTS: That Council be petitioned to systematically require that all signed statements and other evidence when transmitted through the mail be sent by registered mail rather than by regular mail.

ADVANTAGES:

1. This would make a positive provision to safeguard against the loss of evidence sent through the mail.
2. This is a practice which is widely followed at present.
3. There should be a uniform rule for all offices to follow.

DISADVANTAGES:

1. Additional cost of registration of mail.
2. Additional personnel time in handling the mail and possible inconvenience to the U. S. attorneys' offices in signing for the receipt of such mail.
3. Some delay in transmittal.

RECOMMENDATION: Unanimously favorable.

WHD:dra

EX-29

RECORDED

INDEXED 31

SEP 5 1946

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, unanimously favored this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Harbo

2. All the agents in the Bureau now attending in-service classes have already been given training and experience in public speaking, and to add that course arbitrarily would consume time which would make it necessary to eliminate or reduce the periods of instruction in other subjects that have been selected for the in-service school.
3. It would reduce the voluntary discussion of important matters such as are now occurring, since the agents would feel inclined to save up their discussions for the five-minute address which they would be automatically required to make; and it is believed that free and informal discussions are more beneficial and desirable than the forced speech-making type of discussions.
4. It would unnecessarily prolong some good "two-minute" comments.

RECOMMENDATION: Unanimously unfavorable.

LMC:dm
LA

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 30, 1946, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg, recommended unanimously unfavorable.

Respectfully,
 For the Conference

[Signature]
 Clyde Tolson

[Signature]
 E. A. Tamm

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd cc _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Mr. Hendon
 Mr. Clegg

LMC:R.J. *[Signature]*

THE DIRECTOR

8-12-40

THE JOINT COMMITTEE

Executive Conference

SUGGESTION 1380

EMPLOYEE: SA BURNED W. CASHDOLLAR
PITTSBURGH FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That during the course of In-Service Training each special agent be given five minutes time during which he would discuss before the class some unusual technique in investigations of which the agent personally had made use with success or about which he had learned from some police official, which discussion would contribute to the general benefit of all members of the class.

At the present time, at in-service classes there are frequent and prolonged discussions of value during the practical case work at Quantico and during some of the instructional periods in Washington. The agents are all requested to participate in discussions and to cite their experience wherever profitable whenever any particular subject is being discussed, the only requirement being that the discussion relate to the subject matter of the discussion period. The present in-service classes are participating more generously than any other previous in-service classes in this regard.

ADVANTAGES:

1. If the discussion could be recorded stenographically and placed in the Bureau's files at Washington, it would add to the recorded accumulated experiences of agents insofar as investigative techniques and methods are concerned.
2. When the discussions were carefully selected and properly presented, they would contribute to the benefit of other class members present.
3. It would give some additional experience of a required nature to the agents in lecturing and speaking.

DISADVANTAGES:

RECORDED & INDEXED

1. It would be largely a waste of time, since the agents would force themselves to discuss subjects about which other members of the class were already well informed or which would not pertain to any experience which would be helpful to others.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

56 SEP 4 1940

BH

THE DIRECTOR

9/4/46

THE EXECUTIVES CONFERENCE

The Executives Conference on August 30, 1946, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg, unanimously recommended that in addition to the present requirement that SACs interview all Assistant Directors, Mr. Nease and Mr. Hendon while they are attending In-Service School, that Assistant Agents in Charge should be similarly instructed since the ASACs actually do administrative work and are left in charge of the office a considerable portion of the time.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

3 07

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

52 SEP 9 1946

66-2554-5319

W. H. C.

August 1, 1946

THE DIRECTOR

The Executive Conference

Handwritten: Karpis

The suggestion that efforts be made to assign an FBI Agent to the Chinese Intelligence Service was discussed at the Executive Conference on August 1, 1946. The Conference was of the opinion that nothing would be gained from the assignment of an Agent to this post and therefore unanimously recommended against any such action. Messrs. Tamm, Tracy, Hendon, McGuire, Glavin, Long, McCabe and Ladd were present. In the event you approve the action of the Executive Conference, a letter will be forwarded to Agent Tillman so advising him.

Respectfully
For the Conference,

Handwritten: [Signature]
Clyde Tolson

Handwritten: E. A. Tamm
E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

EX-66

66-1554-5320

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

41
JUN 25 1946
JUN 25 1946

122 THE DIRECTOR

7/24/46

THE EXECUTIVES CONFERENCE

~~PREEMPLOYMENT~~ COLLEGE COURSES FOR
PROSPECTIVE POLICE EMPLOYEES

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the suggestion that the Bureau as a matter of policy recommend to police officers or prospective police officers upon inquiry or to any college or university that might make inquiry that the following subjects are believed to be of value in the preliminary college education of those who desire eventually to enter police service, or that such subjects would be appropriate in any college or university curriculum as background subjects for those who desire to take specialized courses leading to eventual training in police work:

- | | |
|-----------------------------------|-------------------------|
| 1. English | 10. Ethics |
| 2. Economics - An Introduction To | 11. Logic |
| 3. History - American | 12. Sociology |
| 4. Political Science | 13. Criminology |
| 5. General Chemistry | 14. Psychiatry |
| 6. Elementary Physics | 15. General Psychology |
| 7. Elementary Accounting | 16. Abnormal Psychology |
| 8. Mathematics | 17. Child Psychology |
| 9. Criminal Law and Procedure | |

Of course it should also be indicated that the actual teaching of subjects dealing with police tactics and showing the methods of police operation should be reserved for those who are regularly engaged in police work and should be taught by those who have had a large amount of practical experience as enforcement officers.

The Conference unanimously favored this suggestion.

Respectfully,
For the Conference

Clyde Tolson

RECORDED

&

INDEXED

E. A. Tamm

EX-42

Mr. Tolson
Mr. E. A. Tamm
cc - Mr. Hendon
Mr. Clegg
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ENCLOSURE

THE DIRECTOR

8/8/46

THE JOINT COMMITTEE

SUGGESTION #184

EMPLOYEE: OPETRUDE L. JONES
SALT LAKE CITY OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
E. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That the terms "Unknown Subject" and "Unknown Victim" be eliminated from the titles of all reports.

ADVANTAGES:

1. Excess verbiage that serves no useful purpose would be eliminated.
2. Some small amount of typing would be eliminated.
3. These terms are not indexed and have no value in assisting the office in locating a file.

DISADVANTAGES:

1. The use of these terms furnishes a quick flag that the subjects are unidentified. The absence of such a flag in the title could easily result in making a serious error in the conduct of an investigation.
2. To discontinue the practice would entail a constant review of the file to determine if any subjects are still unidentified.
3. In cases where a name, either surname or given name, is available for title purposes with the subject being, in fact, unknown, the use of the partial name plus "Unknown Subject" is helpful for titling and indexing purposes.
4. Where both known subjects with complete names and unknown subjects with either no names or partial names exist, the use of this term again is helpful for both titling and indexing purposes.
5. The titles serve as aids to the U. S. Attorneys.
6. The time involved in typing is insignificant.

RECOMMENDATION: Unanimously unfavorable

RECORDED & INDEXED

347

66-2554-5322

REC'D DEU

EXECUTIVE CONFERENCE CONSIDERATION: The Conference unanimously opposed this suggestion on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon

cc: Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

C-12-10

THE JOINT COMMITTEE

SUBJECT: 1070

EMPLOYEE: SAC R. D. Hood
Los Angeles Field Office

IMMEDIATE PRESENT:

H. H. Clegg
R. T. Harbo

L. V. Boardman
S. E. McKee

b7E

EMPLOYEE SUGGESTS:

That a form be approved to be maintained as a log on [redacted] which would record the visits, arrivals, and departures of individuals at [redacted] and this form would be mimeographed as needed in the field after it has been approved. The form in question has a column to show (1) date, (2) visitor, (3) purpose, (4) time in, (5) time out. Practically all visits are made by agents reporting on and off duty.

In the New York Office, the logs are maintained in a bound book which has the appearance of a diary; in the Philadelphia Office, the log is maintained on blank pieces of paper without any headings or without any special forms and with no government watermark on the paper; at Newark, the log is maintained in the form of a diary not identified with the government in any way; while the Los Angeles Office uses a form of the type suggested.

ADVANTAGES:

1. It would add in maintaining over-all uniformity as to size and composition.

DISADVANTAGES:

1. Practically all entries made are merely the indication of time and the name of the agent reporting on duty or off duty; and therefore to repeat in each instance the date, to show in each instance the purpose of the arrival of the agent for duty or departure at the close of the day, would appear to be unnecessary.
2. There appears to be no vital need for a form.

RECOMMENDATION:

That no printed form be used but that a log be maintained on blank letter-size paper with no printing and no government

DATE: 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-27-96 BY SP6 BWP/ke

C.N. 263,670

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

EX-29

100-2354-5323

SW

2. That these logs be maintained in longhand;
3. That they be sent to the field office daily for supervision, check stamping, initialing, and filing;
4. That they be retained for a period of one year, at which time they should be destroyed;
5. That the items to be shown on the form be as follows:
 - a. At the top of the first page, the date;
 - b. In a column on the left side of the paper, the time, to be followed by the name of the individual arriving or departing;
 - c. Such additional remarks as appear necessary to justify or explain any unusual situation.

WMC:dm

SA

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 29, 1946 Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen and Morgan being in attendance. If approved, appropriate instructions with a view to establishing uniformity will be issued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

WMC:dm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

THE JOINT CHIEFS OF STAFF

SUBJECT: 1932

EMPLOYER: SAC Garvey
New York Field Office

~~SECRET~~

8-10-16

Executive Conference

RECOMMENDATION: H. H. Clegg
R. E. Harbo

L. V. Boardman
S. H. McKeo

EMPLOYER REQUEST: That the New York Office be authorized to set up
a special index representing Russian nationals
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN OTHERWISE
located in the territory of the New York Office.
It is proposed that when a Russian national de-
parts from the New York territory, the card will
be transferred from an active to a closed section.

ADVANTAGES:

1. This will give a convenient reference reflecting all the Russian nationals in the field office's territory at any given time. This is believed of considerable importance in New York, which is perhaps the most important and largest field division concerned with Russian activity in the United States.
2. The Dept of Government maintains a special index reflecting all Russian nationals in the United States, and it is believed that a comparable sub-file for the New York Office would be of value.
3. In the event relations between the United States and Russia took a sudden turn for the worse, completely arranged information concerning Russian nationals in the New York area could be of considerable value, it being noted particularly that these cards would all relate to aliens and it might be found advantageous to have a record of such alien Russians in the event some administrative or legislative official should make inquiries of records of this type maintained by the Bureau.
4. This would serve something in the nature of a test experiment to be used subsequently as a guide for extending the project into other selected field divisions, particularly on the west coast, or for declining to approve any such expansion.

DISADVANTAGES:

1. This would be another special index requiring clerical and agent personnel's time for maintenance.

6-28-86
Classified by SP6 BTH/ME
Declassify on: OADR
C.N. 263, 670

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 SEP 9 1946

~~SECRET~~

66-2551-5324

Edm

~~SECRET~~

2. It is making another exception to the New York Office from the usual pattern of administrative procedure.
3. The advantages cited indicate some feeling that this is experimental and that it is not conclusively agreed upon that this is meritorious.

RECOMMENDATION: Unanimously favorable for the New York Office only, with the further provision that the supervisor of such matters at Washington obtain from the New York Office sixty days after this file has been initiated a statement of the advantages and disadvantages and recommendations of that office for its continuation in that office, and from this the supervisor can make recommendations as to the desirability of extending this to certain other offices or all other offices.

HHS:dm
JCU

EXECUTIVES CONFERENCE CONSIDERATION: The Conference, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance on August 27, 1946, unanimously favored this suggestion. If approved, appropriate instructions will be issued, consistent with the Joint Committee recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

BT:MB

cc: Mr. Clegg
Mr. Hendon

Tolson	
E. A. Tamm	
Clegg	
Coffey	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Gandy	

~~SECRET~~

THE DIRECTOR

8-12-46

THE JOINT COMITTEE

SUBJECT: 333

REFERENCE: SAC R. H. Hood
Los Angeles Field Office

MEMBERS PRESENT:

H. H. Clegg
R. T. Harbo

L. V. Egan
S. H. Nease

EMPLOYED SUGGESTION:

That the provision requiring that the daily reports of an agent out of his home territory on subpoena be forwarded to his home office after review by the SAC in the office of subpoena, be discontinued, with the provision that the report be filed in the office where the agent is actually on subpoena.

DISADVANTAGES:

1. Eliminates some clerical handling of the reports.
2. Eliminates the review and checking of the report upon receipt at the office of assignment.

DIS ADVANTAGES:

1. This would reduce the amount of supervisory control which the SAC in the office of assignment can exercise.
2. The file of daily reports for the agents should be complete in the office of assignment for any special studies which are desired later on. The report would be of no value in the office where the agent served on subpoena.
3. There is so little to be gained by making any change in the rule that it would not warrant making a change in the present rule.
4. Files of office where agent on subpoena would be cluttered by these daily reports.

RECOMMENDATION: Unanimously unfavorable.

WIC:dms

EXECUTIVE CONSIDERATION: The Executive Conference on August 29, 1946, those present being Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Egan, unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

THE DIRECTOR

August 14, 1946

THE EXECUTIVES CONFERENCE

LABORATORY REPORTS TO POLICE AGENCIES -
CARBON COPIES TO FIELD OFFICES

In accordance with prior approval letters were sent to eight offices requesting their recommendations as to whether the Bureau should resume the former practice of sending to field offices copies of Laboratory reports to police agencies in their territory. The Butte, Cincinnati, Kansas City and Philadelphia Offices recommended that such copies be forwarded to field offices. On the other hand, the Atlanta, Denver, Los Angeles and San Francisco Offices recommended against such action, although the Atlanta Office voted in favor of obtaining copies of such reports in fraudulent check cases.

The offices voting in favor of receiving such copies in substance repeated the arguments in favor of this action which had earlier been brought to the attention of the Bureau by the New Haven and Boston Offices when they requested copies of Laboratory reports in police cases. These arguments are briefly as follows:

- (1) They enable the SAC to follow closely the departments that are using the Laboratory and permit him to stimulate interest in other sections where the Laboratory facilities are not used.
- (2) If the report reflects that evidence was not handled correctly by the police department to insure the maximum benefit from a Laboratory examination an Agent contacts the department in connection with other duties with a view to assisting them in improving their handling of evidence.
- (3) The reports are used generally to foster favorable relations with police departments, and in some instances interesting identifications are used both as a source of local color in ~~special~~ material and also in newspaper articles.

The Conference on August 12 considered this matter. Messrs. Glavin, Rosen, Tracy, Hendon, Ladd and Clegg were in favor of making no change in the present rule which does not provide for furnishing copies to field offices. Mr. Harbo feels that in view of the fact that apparently 50% of the Agents in Charge make good use of the copies of the reports ~~it would be~~ advantageous to revert to the former rule and furnish copies to field offices.

INDEXED

Respectfully,
For the Conference

Clyde Tolson

D. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clegg
Hendon

1946

52-31 P 9

THE DIRECTOR

August 15, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin considered a suggestion made during the recent Chief Clerks' Conference that an effort be made to secure better file folders.

It was pointed out to the Conference that the Chief Clerks' during the conference in Washington, stated that the file folder being used by the Bureau, particularly the tab on which the file number is placed, is of a very flimsy material which becomes easily worn and torn and must be replaced. The suggestion was made that endeavor be made to obtain better material for this purpose.

The Conference advised that at the present time under severe production regulations a minimum of wood pulp is permitted for the manufacturer of papers which is utilized to manufacturing the file folders in question. Too, the quality of the paper used is very poor. As a matter of fact, the outstanding manufacturers such as Remington Rand and Shaw-Walker have refused to make such folders due to the regulations pertaining to the wood content which can be utilized in the manufacture and production of such paper. The Bureau therefore cannot at the present time secure better stock insofar as its file folders are concerned.

Respectfully submitted,
FOR THE CONFERENCE

INDEXED

Clyde Tolson
DIRECTOR

cc: Mr. Hendon
Mr. Clegg

E. A. Tamm

EX-24

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WAC/cmb

THE DIRECTOR

8/6/46

ks JOINT COMMITTEE

SUGGESTION #279

EMPLOYER: LEWIS A. TAYLOR, ASSISTANT CHIEF CLERK
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
T. Scheldt

EMPLOYEE SUGGESTS: That an additional subheading be added to the ~~monthly~~ administrative report which would show the "total cases pending" at the end of the period.

ADVANTAGES:

1. At present the only way to get this total is to add the combined totals of assigned active and inactive cases and unassigned active and inactive cases for each classification.

DISADVANTAGES:

1. Crowded space on the form.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously favored this suggestion.

HHC:ER

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

RECORDED & INDEXED
EX-42

66-2554-5329

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 SEP 3 1946

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THE DIRECTOR

8/16/46

EXECUTIVES CONFERENCE

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered the suggestion of the Newark Office that the field be informed of the existence of a pencil knife advertised in the attached advertisement by Cimbols which shows that the gadget has a pencil at one end and a knife at the other.

The suggestion was that the field be informed that such a device is in existence and might prove dangerous to an arresting officer. The Conference opposed sending a bulletin to the field about this device since it was merely another form of pocket knife but did suggest that two samples of this knife be obtained by the Chief Clerk's Office and that it be used in connection with the practical case work at Quantico so that when making a practice arrest the Agents would observe such a device and they could be taught concerning its existence and trained to take such device away from arrested persons at the time of making arrests.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

*Letter to be sent to
advising the field
in addition to
training*
HHC:ER

cc: Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED
309
- 20

66-2554-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 SEP 3 1946

THE DIRECTOR

August 30, 1946

THE EXECUTIVE CONFERENCE

ALL AUTOMOBILE RADIO RECEIVERS -- NEW YORK FIELD DIVISION

The New York Office has advised that they have ~~40~~ ¹⁰ ~~40~~ ¹⁰ automobile radio receivers in automobiles used in the city of New York which are presently not in operating condition. They pointed out that during the past fiscal year the repair bills for maintaining these radios in operating condition has been in excess of \$3,300. In addition to the 40 receivers referred to above, New York has 30 radio receivers in good condition in automobiles assigned in New York City and an additional 25 in automobiles used outside of the city. This equipment is in addition to the 20 2-way FM automobile radios which they have in New York City.

Former SAC Conroy made the following recommendations, in which SAC Schmitt has joined:

- 1 - That no AM radio receivers be placed in any new automobiles furnished to the New York Office in the future.
- 2 - That the 40 presently defective radios be removed from the automobiles in which they are installed.

The Conference on August 30, composed of Messrs. Tracy, Clegg, Rosen, Ladd, Hendon, Glavin, Nichols, and Harbo, were unanimously in accord with the recommendations of the New York Office, inasmuch as New York has advised that they very seldom have occasion to employ the facilities of the New York Police Department radio station. The only possible use of the AM radio receivers in New York City would be to receive messages through the New York Police Department radio transmitters; they cannot be used in connection with the new FM Bureau radio equipment. The New York Office has also advised that experience has shown there are always enough Agents in the office and thus immediately available to handle any emergency situations that may come up. Furthermore, the installation of the 250-watt FM transmitter in the New York Office which is presently under way will enable the office to maintain constant contact with the 20 automobiles equipped with 2-way FM radio equipment.

If the Director approves, the attached letter may be forwarded to the New York Office.

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

52 SEP 9 1946

THE DIRECTOR

7/29/46

EXECUTIVES CONFERENCE

SUBPOENA DUCES TECUM -
PRIVILEGE CLAIMED -
DEPARTMENTAL ORDER NO. 3229

The Executives Conference, Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Harbo, Rosen, Hendon, Ladd and Clegg being present, considered the attached bulletin on the matter of subpoenas duces tecum. The bulletin is predicated upon Departmental instructions with one exception, as follows:

The fourth paragraph in the attached bulletin indicates that when the defense subpoenas a Bureau representative to produce certain files or records in a criminal case prosecuted by the Federal government, the files or records should be taken to the office of the United States Attorney before the Bureau representative goes to court in answer to the subpoena. The United States Attorney should then call the court's attention to the executive order of privilege and to the fact that the records of the Department are confidential. The Department advises that if the court will not recognize the privilege, "the United States Attorney and the Bureau representative should then be guided by the court's decision."

The conference unanimously believed that regardless of the Department's instructions and decision this should not be followed blindly as to do so in instances would be breaking faith with confidential informants and sources of information and that in rare instances when the matter was significant and important to the Bureau as a matter of policy not to disclose confidential informants and records, it would be better for the Agent to accept the sentence of the court while the Department can perfect an appeal rather than to disclose the confidential information. Therefore, the final sentence of this paragraph, it is believed, should read as follows:

"If the court will not recognize the privilege, the Special Agent should respectfully request a recess or deferral of final action until the Department's instructions can be obtained. The Special Agent shall then communicate with the Bureau, through his Special Agent in Charge, by telephone, advising fully of the situation and obtaining the Bureau's instructions as soon as the Attorney General can be consulted. Of course, in every instance where possible the Bureau should be advised in advance of the actual trial so that this matter can be completely analyzed and a decision made as to the action to be followed by the Agent before the question of privilege is finally decided."

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

hmc;hd

CC - Mr. Hendon, Mr. Clegg

52 SEP 9 1946

66-2574-5331

RECORDED
INDEXED

EXECUTIVES CONFERENCE CONSIDERATION:

In the interim between the Joint Committee recommendation and consideration by the Conference, Special Agent in Charge Trost has, of course, resigned. A letter to him as recommended will not, in consequence, be necessary. The Conference unanimously approved the attached letter to all SACs clarifying present procedures and policy with respect to the White Slave Traffic Act surveys. Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan were in attendance at the conference of August 29, 1946.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

WPM:ER

THE DIRECTOR

8/9/46

THE JOINT COMMITTEE

SUGGESTION #1936

EMPLOYEE: J. F. TROST
SAC, ATLANTA FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg I. V. Boardman
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That the Bureau requirement for ~~White Slave Traffic Act~~ surveys be discontinued.

Information was obtained from Mr. Shine, of the General Investigative Division that these surveys were initially begun in preparation for the possible application of the Hay Act throughout the country near military establishments in order to permit the Bureau to be informed as to conditions prevailing in areas where the Hay Act was to be invoked and to develop White Slave Traffic Act cases in the areas as well as to provide domestic intelligence information to Army and Navy medical divisions as to the venereal disease rate in various areas where the surveys were made.

Mr. Shine further advises that some field offices are requesting Bureau authority to discontinue the continuous surveys of this type when large military establishments are deactivated or when other conditions seem to justify. On the other hand, some field offices, regardless of the deactivation of military establishments, have not taken the initiative to make such recommendations.

JOINT COMMITTEE RECOMMENDATION: Committee recommends that Mr. Trost be advised and SAC letter go to all offices advising that whenever a large military establishment is deactivated in a field division and when other conditions prevail which in the opinion of the SAC would no longer make necessary or desirable a continuation of these surveys, then such SAC can recommend to the Bureau that such surveys be discontinued and the Bureau will act upon these recommendations consistent with the needs known to the Bureau at that time. This would have the effect of eliminating surveys which are no longer profitable and yet permit the Bureau to pass upon the desirability when facts or circumstances are known at the Bureau which might justify the continuation of such surveys.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

110-671

RECORDED & INDEXED

EX-19

66-3554-5332

gfm

THE DIRECTOR

1/9/46

THE JOINT CIVILIAN

MEMORANDUM

RE: THE JOINT CIVILIAN

IN FAVOR OF THE CIVILIAN

RECOMMENDATION: That a perpetual inventory of supplies, such as stationery, be maintained in field offices as a guide to ordering supplies.

ADVANTAGES:

1. Prevents waste of stenographers' time.
2. Prevents shortages from occurring.
3. Saves telegraphic expense to obtain emergency supplies.
4. Avoids local purchases.

DISADVANTAGES:

1. Takes too much time to operate.
2. Arrange supplies well enough so you won't have to order except quarterly.
3. It is not a reliable guide unless definite counts are made.

RECOMMENDATION - CIVIL CLERK'S CONFERENCE: In Favor - 2
Opposed - 22

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Recommendation: The maintenance of a perpetual inventory was inaugurated in a well organized manner in the New York Office, but it was found unprofitable and was discontinued. The Joint Committee unanimously recommended in opposition to the suggestion of a perpetual inventory of supplies.

INDEX:

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 12, 1946, those present being Messrs. Clegg, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Glegg, considered this matter. Messrs. Rosen, Harbo, and Glavin were in favor of requiring such a perpetual inventory of supplies. It was felt by them that this would contribute to eliminating excessive purchases and requisitions for supplies, some of which would grow old and unserviceable because of age and obsolescence. Messrs. Ladd, Harbo, Tracy, and Clegg cited the fact that the New York Office was authorized to maintain such a perpetual inventory. It was established. They found it unprofitable and a waste of time and when the supplies are well organized it is easy to see the quantities of each type of supplies on hand making requisitions. The amount of time required for maintaining such a perpetual inventory would not be productive of such profit to justify it.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Rosen
Mr. Tracy
Mr. Harbo
Mr. Hendon
Mr. Glegg
Mr. Egan
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Glegg
Mr. Egan
Miss Gandy

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Clude Tolson

E. A. Tamm

THE DIRECTOR

August 13, 1946

THE EXECUTIVE CONFERENCE

SUPERVISORS' TRAINING COURSE

On August 7, 1946, the Executive Conference, Messrs. Glavin, Harbo, McGuire, Ladd, Tracy and Clegg being present, considered the recommendation that the present course of training given monthly to Bureau supervisors over a period of 2 full days and 5 hours of the third day, be reduced by 5 hours so that the course may be completed in 2 full days. The reductions would be made in the following subjects:

Assembling, Roll Call, Seating Arrangements, Explanation of Purpose of Program

Review of Supervisors' Manual

Dictation Training

Relating Inspections to Supervisory Work

Cooperative Services of the Training and Inspection Division

Bureau Correspondence

Public Relations and Press Releases

A discussion with those handling the above matters lead to a conclusion that the courses could be profitably reduced without losing any of their effectiveness and, with this in view, the Executive Conference unanimously recommended the adoption of the suggestion.

Respectfully,
For the Conference

RECORDED
&
INDEXED

Clyde Tolson

60-2534-5334
SEP 6 1946
E. A. Tamm

cc - Mr. Hendon

Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 SEP 9 1946

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #284

EMPLOYEE: SPECIAL AGENT EDWARD F. GOGAN, JR.
PHILADELPHIA FIELD DIVISION

EMPLOYEE SUGGESTS: That in connection with the establishment of the album of key figure ~~key~~ jewel thieves and confidence men the Bureau contact the Pinkerton National Detective Agency to obtain background information and photographs of such criminals.

ADVANTAGES:

1. The Pinkerton Agency has for years under contract handled and worked for the Jewelers Security Alliance which protects the leading jewelry companies throughout the United States and, also for protection against jewel thieves, has been employed by many leading municipalities and hotels in resort areas. As a result, they have maintained at their New York home office a rogues' gallery of nationally known criminals of this character. They should accordingly have in their files valuable information of the type desired for the albums.
2. Such contact would serve as a simple and inexpensive method to achieve a rather complete coverage.

DISADVANTAGES:

1. It would be inadvisable from a policy standpoint for the Bureau to seek such overall assistance from a principal detective agency.
2. To seek such information from a private detective agency would indebt the Bureau to it in such a manner that they would seek reciprocity through requests upon the Bureau for information which due to its confidential nature and the Bureau's policy could not be given.
3. The same information is available from the files of the Bureau at the Seat of Government, in the field, and from cooperating law enforcement agencies.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Egan

Mr. Gurnea

Mr. Hendon

Mr. Pennington

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg.

cc: Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Glavin

It was recommended that 1 Agent for a period of not in excess of 1 week be authorized to make similar examinations of records at the State Capital at Harrisburg, Pennsylvania, both state and municipal records being examined for the same purpose. Based upon the results of these surveys a determination could then be made as to whether it would be worth while pursuing similar surveys in other field divisions in order to freshen up the source of information records and the Bureau Manuals in this regard.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, unanimously agreed that the Washington Field Office should conduct a survey involving Agent's time not in excess of a total of 30 working days, to conduct such survey of available and usable records in Washington and the equivalent of one week's time by one Agent of the Philadelphia Office at Harrisburg, Pennsylvania to make a test survey of both state and municipal records for the same purpose.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:PJ

EMPLOYEE SUGGESTS:

B. That for a period of time the Bureau request each field office to make an inventory of all identifying data found in the possession of fugitives at the time of their location and apprehension with a view to determining additional sources of information most frequently available to aid in the location of such fugitives. It was believed these fugitives either under their own name or under a false name would have in their possession draft registration cards, membership cards in various organizations, unions and clubs, driver's permits and so forth which, if it be found that this material is discovered with sufficient frequency, would point to probabilities normally being overlooked during investigations as to the identification and location of fugitives.

RECOMMENDATION:

The Committee felt that for a period of two weeks only the Indianapolis Office be instructed to record such information as to identifying data found in the possession of fugitives located and apprehended so that from this tabulation it could

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

be determined if it would be worth while doing the same thing in other divisions, thus again developing a pattern of leads which would be of use in the location of fugitives.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:PJ

- 3 -

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

8/14/46

JOINT COMMITTEE

SUGGESTION #285

EMPLOYEE: SAC PERCY WYLY
DALLAS FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. T. Harbo

S. K. McKee
L. V. Boardman

EMPLOYEE SUGGESTS:

A. That the Bureau and field offices conduct a survey of available records at the Seat of Government and in the field which might be made use of regularly with a view to locating fugitives and other persons to freshen up and supplement the source of information files of field offices. It was pointed out by Mr. Wyly that at this time the sources of information, although rather extensive in each field office, do not include the availability of possible information in the Department of Agriculture, the Alcohol Tax Bureau, municipal, county, and state tax records, all of which might contribute more easily and more economically to the location of individuals. Since Agents' time is spent trying to locate fugitives and since voluminous records were obtained over the past several years by governmental and state agencies he felt in his oral explanation that at least a trial check might be made to see what information was available, what information might expedite and save time and money in locating such individuals. Thousands of people have gotten payments from various divisions of the Agriculture Department. Relief payments have been paid in large numbers by check. In each instance, or at least in many instances, applications, together with the list of dependencies and addresses, had to be made and these records, he believed, might be available at the Seat of Government to aid the Bureau's investigative work. Similarly, in state and municipality records, beyond those which are normally listed in the Bureau's manuals and in the Bureau's source of information files, are considered likely to be available.

RECOMMENDATION:

That 1 Agent of the Washington Field Office be detailed under the supervision of that office to make inquiries at various Governmental agencies in Washington as to any available records which would assist the Bureau in its investigative work with sample forms which might be available and which could be furnished the field to show the type of information which is on record. It was believed that the Agent of the Washington Field Office should be granted no more than 30 days in which to collect information of this type for experimental purposes.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

EX - 19

166-2554-5336

307

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

~~INFRA-RED EQUIPMENT~~

On August 29, the Conference considered the report on the experimental use of "Snooperscope" and other infra-red equipment which was obtained last spring from the Navy without cost to the Bureau. One Agent from each of the Baltimore, Chicago, New York, Philadelphia, and Washington offices was given training in the use of the equipment and thereafter the available equipment was distributed among those five offices with instructions that additional Agents be trained in the use of the equipment and that appropriate practical experiments be conducted by these offices.

To date this equipment has not been used on an actual case. However, the reports of experiments in these five offices indicate that the equipment could have practical application in selected investigative situations. However, none of the offices felt that any steps should be taken to obtain additional equipment at this time.

The Conference, composed of Messrs. Tracy, Nichols, Morgan, Hendon, Egan, Ladd, and Harbo, were unanimously in favor of the following proposals:

1. That no additional units be obtained at this time.
2. That all Agents be advised of the availability of the equipment on an experimental basis for special investigative situations.
3. That written instructions be forwarded for inclusion with each piece of equipment.
4. That the equipment presently at Philadelphia and Baltimore be transferred to Los Angeles and St. Louis in order to more widely distribute the equipment and thus make it more readily available for use in all parts of the country.

If the Director approves, the equipment will be transferred from Philadelphia and Baltimore to Los Angeles and St. Louis and an Agent from each of the latter two offices will be given appropriate instruction in connection with their attendance at in-service training.

The Army and Navy are continuing their experiments with infra-red equipment of this type and it is expected that improved equipment will be available in the not distant future. The Laboratory will, of course, maintain close contact with the Army and Navy in order to keep fully advised of developments in this field.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clegg
Hendon

RTH:AF

52 SEP 9 1946

Messrs. Schiedt and Conroy believe that full length photographs should be taken only in instances where the subject is considered of sufficient importance to justify such photographs.

Mr. Clegg is opposed to the suggestion feeling that it would lead to the unnecessary use of time and expense in obtaining numerous photographs which will never have any purpose and that the present procedure be continued.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, felt unanimously that the present practice be continued. The present practice is that in cases of major importance where it was deemed necessary the full length photograph should be required, but it should not be made mandatory in all instances.

HHC:ER

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #273

EMPLOYEE: E. H. FRANK
ST. PAUL FIELD DIVISION

Executive Conference

EMPLOYEE SUGGESTS: That whenever a subject in a Bureau case is arrested and an opportunity with equipment is available at the place of arrest or detention for photographs to be taken such subjects should be photographed not only with profile and full front-face views but also full-figure photographs should be taken.

ADVANTAGES:

1. This would provide additional identifying data in the event the subject subsequently became a fugitive.
2. It would provide an opportunity to study the subject's build, posture, and relative height.
3. Unless the Bureau takes this step the subject may be released from all custody through technical or other means without a photograph being available for any possible future use.

DISADVANTAGES:

1. It will place an automatic routine investigative procedure in practically every instance where a subject is apprehended and comparatively few of such subjects subsequently become fugitives, and the photographs will become worthless.
2. It is expensive and time consuming.
3. In the majority of instances involving habitual criminals regular facilities exist and are already being utilized for their photographs to be taken by Police Departments and other law enforcement agencies.
4. In many instances ready facilities will exist for the taking of photographs of persons arrested by Bureau Agents inasmuch as such persons may be arrested at any point in the territory at any time.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT:

H. H. Clegg
B. C. Hendon

E. E. Connor
A. Scheidt

RECOMMENDATION:

That whenever facilities are available and an opportunity is afforded, the Agent should be advised that it is a good investigative step for photographs of subjects to be taken including a full-face and profile view of the subject's head and full-figure photographs of the subject.

Mr. Hendon favors this suggested procedure.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg

52 SEP 9 1946

7/9/46

THE NEW YORK

JOINT COMMITTEE

COMMITTEE 2307

MEMORANDUM FOR THE CHIEF CLERKS' CONFERENCE

RECOMMENDATION: That a Bureau Bulletin be sent to the field employees again, pointing out the special purpose for the words "Personal and Confidential" and "Personal Attention" in order to correct widespread abuse pointed out by the Chief Clerks' Conference.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

Members present: H. H. Clegg E. B. Conroy
R. C. Hendon E. Schmidt

Recommendation: Unanimously favorable. There is attached hereto such a proposed bulletin for consideration.

INFO:EE

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered this matter. Messrs. Rosen, Tracy, and Glavin were opposed to the issuance of the attached bulletin on the basis of the fact that its contents had already been issued in the past, and there was a thorough understanding about the matter. The other members felt that since this matter developed at the Chief Clerks' Conference, it was an indication that it was not unanimously understood and the clarifying bulletin attached should be transmitted.

I agree
9/4

Respectfully,
For the Conference

Clyde Tolson 66-2554-5339

RECORDED
&
INDEXED

353

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg
Mr. Hendon

EX-42

THE DIRECTOR

August 30, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, London, Harbo, Nichols, Rosen and Glavin considered a request made by SAC Clegg of the Pircaras Range at Quantico, Virginia, to purchase 100 raincoats from the United States Marine Corps at a cost of \$3.78 each. Clegg pointed out that the raincoats are used only on the range by Agent, in bad weather. The raincoats presently on hand, purchased four years ago, have outlived their usefulness.

The Conference recommends approval of Mr. Clegg's request.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED
353

EX - 31

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Harbo _____
Mr. Hendon _____
Mr. London _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SEP 10 1946

7. Certain items now called for on the present monthly administrative report are not provided on the proposed form, as, for example, the listing by classification the delinquent cases.

Recommendation: Unanimously unfavorable.

RECOMMENDED CONFERENCE CONSTITUTION: The Executive Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Glegg, unanimously opposed this suggestion.

WTC:PA

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

hs

l...

Executive Conference

JAN 13 1962

RECORDED 61 DEC 26 1946
FBI
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

80-6-39

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARB *lsh*
 FROM : I. W. CONRAD *JWC*
 SUBJECT: MAGNETIC RETRIEVER

DATE: AUGUST 28, 1946

Mr. Tolson
 Mr. E. A. Tamm
 Mr. Clegg
 Mr. Coffey
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Mohr
 Mr. Carson
 Mr. Hendon
 Mr. Mumford
 Mr. Jones
 Mr. Quinn Tamm
 Tele. Room
 Mr. Nease
 Miss Gahm
 Miss Jandy

Reference is made to my memoranda to you dated March 5, 1946, and July 8, 1946, concerning the above matter recommending the purchase of one Federal Laboratories magnet and one General Electric magnet at an approximate cost of \$150.00 each.

The Laboratory has now examined a twelve-pound magnet submitted by the Federal Laboratories and has examined a twenty-pound magnet submitted by General Electric. The lifting properties of the Federal Laboratories magnet are set forth in the first referenced memorandum, and the lifting properties of the General Electric magnet are being set forth herein. It is noted that in practically every instance, the General Electric magnet, although weighing twenty pounds, has less lifting force than the twelve-pound Federal Laboratories magnet. However, the lesser lifting power can probably be explained by the difference in design and construction for the particular application of each magnet. The Federal Laboratories magnet has all of the magnetic pulling power concentrated into one lifting surface, and is applicable primarily for straight up-and-down lifting but would not be of much value for dragging purposes such as along the bottom of a stream or lake. The General Electric magnet has five different lifting surfaces and would lend itself very readily to dragging, under which conditions, the actual pulling strength would be greater than that of the twelve-pound Federal Laboratories magnet.

The technical data obtained from the General Electric magnet is as follows:

The lifting magnet has an over-all dimension of 7" X 5 $\frac{1}{4}$ " X 4 $\frac{1}{2}$ " and weighs twenty pounds. It was found that the magnetic lifting power of the device would lift a .45 Automatic, weighing two pounds, a distance of 1 1/8" as compared to a distance of 1 3/8" by the Federal Laboratories magnet; a seven-pound Winchester a distance of 3/8" as compared to a distance of 5/8" for the Federal Laboratories magnet; a three-pound monkey wrench a distance of 5/8" as compared to a distance of 3/8" by the Federal Laboratories magnet; a one and one-half pound-claw hammer a distance of 5/8" as compared to a distance of 3/4" by the Federal Laboratories magnet; a three-pound machinist's hammer a distance of 1/8" as compared to a distance of 1/4" by the Federal Laboratories magnet; and a one and one-half pound-scout axe a distance of 5/8" as compared to a distance of 7/8" by the Federal Laboratories magnet.

The General Electric magnetic retriever, Model 32D10363 was returned to the General Electric Corporation at 806 15th Street, N.W., Washington, D. C., by a personal messenger on the morning of August 28, 1946.

APPROVED by Executive Conference 9/5/46:
 Messrs. Ladd, Tracy, E. A. Tamm, Hendon,
 Morgan, Ladd, Long, Rosen, Nichols.

hbl:af

RFP:PJD

Jelly
WR
Em

9-9-46
Em

Memorandum for Mr. Harbo

Re: Magnetic Retriever

RECOMMENDATION:

It is recommended that arrangements be made to purchase one of the General Electric Model 32D103G3 magnetic weapon retrievers and a Federal Laboratories permanent searching magnet measuring eight inches by twelve inches and having a weight of twenty-five pounds. It is estimated that these magnets will cost approximately \$150.00 each. This matter was originally considered by the Executives' Conference on March 26, 1946, but action was deferred until after July 1, 1946.

*GE of value for general searching;
Federal for heavier objects + more limited area.
JWC*

*9-9-46
lm*

*File W
WRB
lm*

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #231

EMPLOYEE: SPECIAL AGENT ROBERT E. LEE
SEAT OF GOVERNMENT

Members Present:

H. H. Clegg
E. C. Hendon

D. E. Conroy
E. Scholdt

Employee Suggests:

That the new form of monthly administrative report be adopted. A sample is attached hereto which would include all the summarized information that is necessary and in addition would have not only the monthly totals of each item but also the total from the beginning of the year with respect to each of the items tabulated on the administrative report. The idea is that this single paged form would be submitted to the Bureau in triplicate and there would be a second typing in the field on heavier paper which would fit into a leather container clip device which could be retained on the desk of the SAC and would permit him to have constantly available before him the comparative statistics on a month-by-month basis, as well as the progress in each category throughout the year.

ADVANTAGES:

1. It would present all the required tabulations on a single paged form.
2. It would show the progress for the year up to date on a monthly basis which could not be ascertained now without adding the total of monthly reports to date.
3. It organizes the information in a simpler, neater fashion.

DISADVANTAGES:

1. It requires 2 typings of the information where at present 1 typing is sufficient.
2. The form is unusual as to size and its maintenance would be difficult.
3. The typing is quite small in order to crowd on the requested information on this single form and thus it is hard to read.
4. The cost of \$725.00 for the forms and needed equipment seems to be unnecessary.
5. It would be very difficult to correctly align the carbon copies of the report and if these carbon copies were not minutely aligned those carbons would be unintelligible.
6. Due to the fact that the administrative report would have to be typed twice each month a greater percentage of error would creep in. This factor of error would also be increased because of the fact that the field office would not have in its possession an exact or a facsimile copy of the material furnished to the Bureau.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 SEP 1946

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

"POSSIBLE CLUB"

SUGGESTION OF SA W. E. GOUDGE, LOS ANGELES

On August 27, 1946 the Executive Conference, Messrs. Ladd, Rosen, Tracy, Harbo, Hendon, Nichols and Clegg being present, considered the suggestion of Special Agent W. E. Goudge of Los Angeles that membership in the "Possible Club" be awarded when Special Agents shoot a perfect score on the practical pistol course in the field. The "Possible Club", organized under the FBI Recreation Association, awards a medal to the Special Agents who shoot the regularly prescribed course under supervision and for the record at Quantico. The initial reasons for limiting the awards to those who fired a perfect score on this course at Quantico were because of the insurance of close supervision, of meeting all the requirements and of maintaining standard procedures, distances and courses. In the field at that time there were very few expert instructors and the courses were not always over the prescribed distance due to range limitations. Mr. Goudge felt that to adopt his suggestion would provide additional incentive in the training courses in the field; would contribute to making certain that there is a stringent observance in the field of all the rules relative to firing the course; would not lower the standard for membership inasmuch as expert and administrative firearms instructors and supervisors in the field are today very competent and many of the instructors, in fact, were formerly instructors at Quantico; that it would not prejudice the excellent marksman who might be attending in-service School during cold and inclement weather with scores that would be less than they might have been during better weather; and it would provide an equal opportunity for all Agents since Bureau supervisors and Agents at Washington and Richmond Field Offices shoot the regular monthly courses at Quantico and have greater opportunity to qualify under present regulations.

Messrs. Hendon, Nichols and Clegg favored the suggestion of Mr. Goudge for qualifying as a member of the "Possible Club" for the reasons above-outlined. Messrs. Rosen, Tracy, Harbo and Ladd favored continuing the present restriction that qualifying scores for the "Possible Club" be fired only at Quantico, in view of the certainty of uniformity and the certainty of the imposition of all the requirements and instructions in firing the course. They point out further that the mere fact that the supervisors and Agents in Richmond and Washington shoot more often at Quantico does not necessarily mean that there is a higher percentage of members of the "Possible Club" from these groups.

INDEXED

Respectfully,
For the Conference

EX - 31

Clyde Tolson

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Carson _____
 Egan _____
 Gurnea _____
 Hendon _____
 Pennington _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

cc - Mr. Hendon

Mr. Clegg

ENC:elk

E. A. Tamm

THE DIRECTOR

August 20, 1946

THE EXECUTIVE CONFERENCE

POSTAGE STAMP FILE

On August 19, the Conference composed of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy and Harbo considered the status of the postage stamp file which has been maintained under the supervision of the Laboratory. The file was started in December, 1941. It consists of four stamp albums, approximately 1,200 stamps and two boxes of index cards. Because of the lack of use of this file, it was discontinued as an active file in December, 1944, and placed in storage space. Since that date no occasion to refer to the file has arisen.

There were five stamp catalogs maintained in the Laboratory in December, 1944, and at that time they were transferred to the Bureau Library. At the same time arrangements were made whereby the Library annually acquired a copy of the latest edition of the stamp catalog in order that it might be available for reference use. Since that date there has been no occasion for Laboratory personnel to refer to those stamp catalogs. In the past they have cost \$2.50 annually; the edition to be issued in the near future will cost \$3.

The Conference was unanimously of the opinion that in view of the lack of use of the stamp file it be declared surplus and appropriately disposed of by turning it over to the Chief Clerk's Office as surplus property. The stamps may have some intrinsic value. Any stamps which would be of use to the Laboratory in connection with new simulation activities will, of course, be first withdrawn.

Further, since the stamp catalogs are seldom referred to, the Conference was of the opinion that the Bureau should discontinue acquiring the catalog annually for inclusion in the Library. Instead, when necessary, the Laboratory can get the necessary information concerning stamps through local stamp dealers.

Respectfully,
For the Conference

Clyde Tolson
RECORDED

&
INDEXED

E. A. Tamm

EX - 31

RTH:AF

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Rosen does not feel that a Bulletin is necessary. He states that from his observation it has not been a general practice for the offices to claim fugitives improperly and that he does not feel that general instructions are necessary but that the exceptions could be corrected through individual letters which are being sent from the Investigative Division as the errors are noted.

Respectfully,
For the Conference

Clyde Tolson

[Signature]
C. A. Tamm

Lawrence with
9-11
cc - Mr. Clegg
Leone

THE DIRECTOR

7/22/46

JOINT COMMITTEE

SUGGESTION #349

EMPLOYEE: ASAC WILLIAM C. RYAN
CHARLOTTE FIELD DIVISION

EMPLOYEE SUGGESTS: That the rule as to when a subject is to be listed as a fugitive in an investigative report be clarified.

By Bureau Bulletin No. 14, series 1946 dated March 14, 1946, it was stated, "Whenever process is filed and a warrant is issued for a subject whose whereabouts is unknown, the subject is to be considered a fugitive for Bureau purposes. Escaped Federal Prisoners and Deserters, as heretofore, are also considered fugitives. There shall be no change in the manner in which fugitive cases are to be handled."

ASAC Ryan has pointed out that it appears to be a general practice for field offices to indicate subjects as fugitives in those cases where process is filed in one field office territory against subjects who are already known to be in custody of local officers in another field office territory. It is believed that this is in direct violation of the present rule covering the definition of a Bureau fugitive.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously that by Bureau Bulletin the definition of a fugitive be reiterated and that it be pointed out that a subject should not be designated as a fugitive, under any circumstances, when their whereabouts are known, even though they may be located in some other field division territory. Further, it is recommended that the Fugitive Supervisors at the Bureau send letters to the field in all instances where incorrect designation of fugitives is observed.

RGH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tamm, Ladd, Hendon, Rosen, Glavin, Clegg, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Egan, Gurnea, Hendon, Pennington, Quinn Tamm, Nease, Miss Gandy, Mr. Clegg, Mr. Hendon was in favor of the dispatch of a Bureau Bulletin as recommended by the Joint Committee, with the exception of Mr. Rosen.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED
349

66-254-5344

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, felt unanimously that it be considered suggestive, in keeping with the recommendation of the Joint Committee.

HHO:CR

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

1/2/46

THE FIELD OFFICES

MEMORANDUM (23)

SUBJECT: INDEXING MANUAL

RECOMMENDATION

RECOMMENDATION: That when the proposed indexing manual is sent out it be considered as advisory rather than mandatory - suggestive rather than compulsory.

REASONING:

1. The work in some offices does not lend itself to the manner of treatment required.
2. The subdivisions would vary due to the size and requirements of individual offices.
3. It would entail a major undertaking to make changes which will conform to the new regulations.

RECOMMENDATION:

1. Uniformity is desirable.
2. Unless it is mandatory, there is no use to issue the manual.

RECOMMENDATION - CHIEF CLERK'S OFFICE: In favor of making it mandatory - 1
Opposed - 30

CONSIDERATION BY THE JOINT COMMITTEE:

RECORDED & INDEXED

Members Present:

H. H. Glegg
R. C. Hendon

E. C. Conroy
E. Scheldt

Recommendation:

The almost unanimous recommendation of the Chief Clerks that the manual be considered suggestive rather than compulsory indicates quite clearly that standards are objectionable since it would cause a large number of changes to be made in each field office. The Committee believed that if a new indexing system was just being inaugurated it would be preferable to make the indexing manual mandatory but since there are already millions of cards in the field offices on file, it was believed it should be suggestive and used as a guide whenever a new type of index card is to be filed and that the Inspector might use it as his guide so that whenever a change would be found profitable when comparing the change with the amount of work involved, he could make recommendations leading themselves toward the establishment of uniformity. Similarly the SAC could be authorized to make any changes which in his judgment would be desirable when they conformed to the suggestions in the indexing manual when, in his opinion, to do so would be profitable.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Glegg

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Tracy, Glavin, Harbo, Ladd, Hendon, Rosen, and Clegg, were unanimously in favor of this suggestion.

Respectfully,
For the Conference

HC:ER

Clyde Tolson

et
D. A. Tamm

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #270

EMPLOYEE: J. T. LOGUE
SEAT OF GOVERNMENT

EMPLOYEE SUGGESTS: That the present requirement that the initial report in bank robbery cases be submitted within seven days be changed to require its submission within twenty days from the date of the bank robbery.

ADVANTAGES:

1. It permits the Agents to proceed uninterrupted with the investigation of current "hot" leads without the automatic requirement that they should discontinue for a day or two to prepare reports.
2. The present requirement that the field keep the Bureau advised by teletype of all pertinent developments will permit the Bureau to receive the facts which will accrue from a more prompt detailed report.
3. During the crucial period immediately following a bank robbery, it will enable Agents to concentrate on the performance of a thorough investigation rather than in gathering information for the preparation of a report to be submitted within a very short period after the robbery.
4. There is little use for a report during the first two weeks due to the activity in the case being handled by teletype and telephone.

DISADVANTAGES:

1. It delays the receipt by the Bureau of details which might enable the Bureau to instruct that certain specific leads be followed out more promptly, and to permit the Bureau to make administrative and technical searches in its files and modus operandi and fingerprint records which might be helpful in the investigation at an early date.
2. It fails to provide an opportunity for more prompt supervision at the Seat of Government.
3. It might have a tendency to cause Agents to be more delinquent in conducting the initial bank robbery investigation since greater latitude is allowed in the time in which the initial report must be submitted.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECOMMENDATION: Unanimously favorable

cc: Mr. Clegg
Mr. Gendy

RECORDED
&
INDEXED
EX - 31

166-2537-5346

52 SEP 9 1946

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of 8/23/46, consisting of Messrs. Ladd, Tracy, Nichols, Clegg, Hendon, Harbo, Rosen and Glavin were advised that in so far as the additional showers to be installed in the basement gymnasium are concerned, under present civilian production regulations it will not be possible to have the necessary additional showers installed in the basement since the best installation price secured was \$4,800, and no project over \$3,000 will be approved by the Civilian Production Administrator at this time unless such construction pertains to veterans' facilities, overseas military installations, timber lands or the atom bomb project.

Nothing further will be done, therefore, on this particular matter at this time.

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Hendon
Mr. Clegg

Clyde A. Tolson

*and get Ladd
allows handling like E. A. Tamm
ought to build 4 1/2 million
in new work of garmin
and higher*

RECORDED

66-2554-5347
F B I
55 SEP 9 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL COPY FILED IN 66-49153-1115

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

SUPERVISORS' MANUAL

There is attached hereto a proposed memorandum for all Bureau officials and supervisors, calling for suggestions for revising, bringing up to date, and making more serviceable the Supervisors' Manual. The memorandum calls for suggestions to be individually submitted by the supervisors at Washington. It also calls for the preparation within each Division of a special section of the manual dealing with the organization, procedures, services and instructions of a general character to the supervisors of each Division.

The purpose of the memorandum is to enlist all the suggestions of all the supervisory employees who might have occasions to make use of the Supervisors' Manual as a guide and to solicit the suggestions individually in order to provide for full freedom of expression on the part of each supervisor as to his needs and as to any proposed changes, additions or modifications.

On August 27, 1946 the Executive Conference, Messrs. Ladd, Rosen, Tracy, Harbo, Hendon, Nichols and Clegg, being present, considered this matter. Messrs. Rosen, Tracy, Harbo, Hendon, Ladd and Nichols were of the opinion that this memorandum should not be sent to the supervisory staff as indicated, but that the manual itself should be made the subject of study and discussion in detail by the Executive Conference in order to make additions and deletions or modifications. It was indicated that the members of the Executive Conference would previously hold discussions with their supervisory staff in order to develop the individual opinions.

Mr. Clegg felt that the bulletin should be printed and distributed and individual suggestions solicited in order to provide for full freedom on the part of supervisors in presenting ideas, after which the suggestions would be given consideration by the Executive Conference, together with a proposed revised draft of the manual prepared after the suggestions have been considered.

Respectfully,
For the Conference

RECORDED
EX-27

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd cc - Mr. Hendon
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SEP 11 1946

THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 28, 1946, consisting of Messrs. Clegg, Ladd, Rosen, Tracy, McGuire, Hendon, Harbo and Glavin considered a suggestion submitted by James Terry Goss during the recent inspection of the Administrative Division to the effect that the Bureau have the words "Attention Identification Officer" printed on the envelopes at the time the Bureau's name and frank are printed on the envelopes. Goss points out that approximately 115,000 such envelopes must necessarily be printed monthly by the Mechanical Section.

The Conference unanimously approved the suggestion made by Goss and when additional orders are placed for envelopes, the additional printing will be requested so that it need not be printed on the envelopes after they are delivered to the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde A. Tolson

cc - Mr. Hendon
Mr. Clegg

E. A. Tamm

RECORDED

66-2654-5349
32 SEP 10 1946

EX-19

VRG:em

Tolson	
E. A. Tamm	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Harbo	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Gandy	

SEP 11 1946

THE DIRECTOR

August 23, 1946

THE EXECUTIVES CONFERENCE

REQUEST FOR INSTRUCTION IN THE USE AND
DEVELOPMENT OF LATENT FINGERPRINTS

The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, considered the request of Captain C. E. Cortner of the U. S. Naval Gun Factory, Potomac River Naval Command for instructions in the use and development of latent fingerprints, how to take fingerprints and in photographing latent fingerprints.

Mr. Rosen felt that since the cases cited were usually petty theft cases at the Naval Gun Factory that such cases should be reported to and investigated by the Bureau and that no instructions should be provided to the 5 or 6 members of Captain Cortner's staff except that they are to report the cases to the Bureau and to protect the scene so that the Bureau's employees could process the place for fingerprints.

All other members of the Conference felt that it would be inadvisable and unnecessary to provide training in developing, processing and photographing latent fingerprints but did agree that it would be profitable to provide instructions to them as to "how to take fingerprints" during which time they would be informed that violations under the Bureau's jurisdiction should be reported to the FBI field office.

A communication should be addressed to Captain Cortner consistent with the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

166-2554-5350

EX-27

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

ENCLOSURE

SOUTHERN JUDICIAL DISTRICT

Greenville -- 36 cases -- 2 Resident Agents

Meridian -- 40 cases -- 1 Resident Agent

Natchez -- 29 cases -- 1 Resident Agent

Laurel -- 27 cases -- 1 Resident Agent

Pascagoula -- 27 cases -- 1 Resident Agent

Hattiesburg -- 41 Cases -- 2 Resident Agents

Gulfport -- 87 cases -- 3 Resident Agents

For the Director's information, the Resident Agents at Gulfport and Pascagoula, which would be handled out of the New Orleans Office, are closer to New Orleans than they are to Jackson. The Clarksdale and Tupelo Resident Agents in the Northern Judicial District are just as close to Memphis as they are to Jackson.

The present pending work in the Memphis and New Orleans Division.

The Memphis Division at the present time has 555 pending cases and, if we are to include the Northern Judicial District of Mississippi, we would add 142 cases, making a total work load at Mississippi of 697 cases.

The New Orleans Division presently has 1,031 cases pending and, if we are to add work of the Southern Judicial District of Mississippi to the New Orleans Division, we would add 424 cases, making total case load of New Orleans 1,455 cases.

TRANSPORTATION.

All the territory in Mississippi could be just as well reached from Memphis and New Orleans as it is from Jackson. There are good first-class roads from Memphis and New Orleans to the various sections of the state where we have Resident Agents at the present time and from New Orleans to Jackson.

RENTAL AGREEMENT.

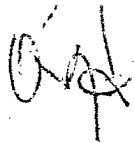
It will be recalled at the time we endeavored to renew our lease for space at Jackson, Mississippi, that we had a difficult

Olson _____
A. A. Tamm _____
legg _____
Bavin _____
add _____
Schols _____
ppen _____
acy _____
arson _____
an _____
ruea _____
rbo _____
rdon _____
unington _____
Ann Tamm _____
ese _____
ndy _____

time in securing a renewal of the lease. The real estate men in the city of Jackson, due to certain activities of OPA and FBA, were entirely out of sympathy with the Federal Government and with the exception of the Bureau, refused to renew any lease for Federal Government service. They renewed our lease only after the Bureau had insisted that they do so. They did not give us any cancellation clause in the lease. Our annual rental is \$11,032.50, and if the lessor at Jackson, Mississippi, was so inclined, he could hold us to the lease until the end of the year. Mr. Glavin pointed out to the Conference, however, that since the Commercial Real Estate Men in Jackson were anxious to get out of Government contracts, that they might be most happy to cancel our lease on 30 days notice at the present time, should we desire to close the Jackson Office.

The Conference unanimously recommends, therefore, that an effort be made to close the Jackson Office, and that the SAC at Jackson discuss with the lessor the possibility of our cancelling our lease and if we are successful in doing so, that immediate steps be made to close the Jackson Office within a period of 30 days and transfer the Jackson Territory to New Orleans and Memphis Divisions.

Respectfully submitted,
FOR THE CONFERENCE


Clyde Tolson


E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

WRG/dmb

Tolson	
E. A. Tamm	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Coffey	
Harbo	
Hendon	
Huntington	
Winn Tamm	
Case	
Gandy	

THE DIRECTOR

September 6, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 5, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Morgan, Harbo, Tracy, Hendon and Glavin considered the advisability of closing the Jackson, Mississippi, Office and reallocating the present Jackson Territory into the Memphis and New Orleans Division. For the Director's information, there is attached hereto a map of the state of Mississippi, that portion colored in green being the Northern District of Mississippi, that uncolored, the Southern District. The Jackson headquarters city is shown in the Southern District and all Resident Agencies are shown in the Northern District in the state.

PENDING CASES:

At the present time, there are 566 cases pending in the Jackson Division, of which number 101 are selective service cases.

The total cases pending 142 in the Northern Judicial District and 424 in the Southern Judicial District.

There are 4 Resident Agents in the Northern District and 7 Resident Agents in the Southern District.

The work in the state of Mississippi is so distributed that the work is handled out of the Resident Agencies, there being only 137 cases being handled by 6 Agents out of the headquarters city of Jackson.

For the Director's information, the following is the spread of work by Resident Agents in the Judicial District in question:

NORTHERN JUDICIAL DISTRICT

Clarksdale -- 55 cases -- 2 Resident Agents

Tupelo -- 30 cases -- 1 Resident Agent

Columbus -- 24 cases -- 1 Resident Agent

Greenwood -- 33 cases -- 1 Resident Agent

Tolson
E. A. Tamm
Ladd
Glavin
Tracy
Nichols
Rosen
Harbo
Hendon
Clegg
Quinn Tamm
Nease
Gandy

RECORDED
EX-11

66-2554-5351

4

95

THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 28, 1946, consisting of Messrs. Clegg, Ladd, Rosen, Tracy, McGuire, Hendon, Harbo and Glavin considered a suggestion made by former employee John J. Curtin during the recent inspection of the Administrative Division regarding the substitution of coveralls for smocks presently being used by male employees in the Mechanical Section.

The Conference was advised by Mr. Glavin that a new order of smocks has just been received and that in the event future purchases are made, consideration will be given to coveralls at that time and the matter will again be brought before the Executive Conference for decision.

Respectfully submitted,
FOR THE CONFERENCE

Glyde A. Tolson

E. A. Tamm

RECORDED 66-2554-5352

WY-19

SEP 11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

11 1946

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

EMC:ER

Q
2
E. A. Tamm

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUGGESTION #294

EMPLOYEE: HELEN FUKEL
CHICAGO FIELD DIVISION

EMPLOYEE SUGGESTS: That all major projects first be experimented with in a few sample offices of a typical nature before they are sent to the field.

ADVANTAGES:

Obvious

DISADVANTAGES:

None

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy
E. C. Hendon E. Schoidt

Recommendation: The Joint Committee pointed out that at the present time all major projects when being considered are first considered by the Joint Committee of field and Seat of Government representative and by the Executives Conference and very frequently whenever any major undertaking is being considered the conclusion is that a representative number of Special Agents in Charge or Inspectors are requested to submit their opinions concerning the proposal and these opinions are given consideration. It is believed that in each instance the SAC will confer with the employees in his office who are accustomed to handling this type of work in order to get their opinions when making his recommendation. Therefore, a diversified voice from the field is obtained before final action is taken by the Bureau. This was believed to be more desirable than to establish a requirement for experimentation which would have the results of having the office where the experiment was made to have a variation from the uniform standard. This would also involve considerable delay during the experiment.

KHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

RECORDED 66-2554-5353

EX-6

58 SEP 11 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

September 4, 1946

~~CONTINENTAL~~ RADIOTELEGRAPH NETWORK

In connection with the program for the installation of 20 radiotelegraph stations in field offices for emergency communication purposes, these stations have now been installed in New York and Boston on the East Coast and in Los Angeles and San Francisco on the West Coast. We have a radio engineer who is presently completing the installation of the FM transmitter for voice communication with Bureau automobiles in the Los Angeles office. He will complete this the end of this week and is under instructions to proceed to Seattle to install the radiotelegraph station there. This will complete the installations on the West Coast, with the exception of Portland.

It was the suggestion of Mr. Harbo that the installation at Portland be deferred until other installations in larger and more important field divisions have been installed, with a view to getting a skeleton coverage of all parts of the United States by expediting installations in such offices as Miami, New Orleans and Chicago. Mr. Nichols and Mr. Clegg concurred in Mr. Harbo's recommendation.

Messrs. Glavin, Ladd, Tracy and McCabe were of the view that the radio engineer should proceed with the installation at Portland upon completion of the Seattle installation, in order to avoid the necessity for a separate trip to the West Coast for the purpose of installing the Portland station.

Mr. Harbo pointed out that with the personnel presently available and in view of other demands upon the time of radio engineers it will be several months and possibly a year before all 20 radio stations have been installed. He feels that changing conditions in both the domestic and international field may result in some readjustments in the plan for radio installations and that therefore emphasis should be placed on the prior installation of the stations in the larger and more important offices.

Respectfully,
For the Conference

RECORDED
INDEXED

E. A. Tamm

SEP 10 1946

RTH:AF af
cc-Mr. Clegg
Mr. Hendon
Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Rosen
Tamm
Trotter
Gandy

SEP 11 1946

THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

Re

The Executive Conference of September 3, 1946, consisting of Messrs. Tamm, Ladd, Clegg, Hendon, Harbo, Tracy, McCabe, Nichols and Glavin considered the listing on permanent inventories of certain articles of less than five dollars' value.

Mr. Glavin pointed out to the Conference that in the inspection of the El Paso Office the Inspector, Mr. Naughten, instructed that blackjacks, flat saps, Surgrip Adaptors for .38 and Magnum revolvers, all valued at less than five dollars, be removed from the permanent inventory and treated as expendable. Mr. Glavin was of the opinion that such items of equipment which are closely related to firearms protective equipment of the service should be continued on the permanent inventory, even though the articles are valued at less than five dollars. The remainder of the Conference is of the opinion that the Bureau's present rule, which is to the effect that items of value less than five dollars need not be carried in the inventory, covers this particular situation; and the majority of the Conference recommends that items such as those mentioned above, having a value of less than five dollars, be not included on the permanent inventory but treated as expendable matter.

Should the Director approve the majority opinion, the Chief Clerk's Office will be so guided in the future.

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Hendon
Mr. Clegg

Clyde A. Tolson

E. A. Tamm

RECORDED

INDEXED

EX-31

SEP 10 1946

Tolson
A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Quinn Tamm
Nease
Gandy

WRC:em

SEP 12 1946

The Assistant to the Attorney General
Mr. James F. McGranery

September 3, 1946

John Edgar Hoover, Director, Federal Bureau of Investigation

Judicial Conference of Senior Circuit Judges

Your memorandum of August 13, 1946 requested any suggestions I might have concerning matters to be included in the Attorney General's remarks before the Judicial Conference of Senior Circuit Judges on October 1, 1946. It is my belief that the following matters might appropriately be included in the Attorney General's remarks:

1. A suggestion to the Senior Circuit Judges that they encourage all District Judges to hold conferences with U. S. Commissioners within their Districts primarily for the purpose of thoroughly discussing and explaining the New Rules of Federal Criminal Procedure and establishing uniformity. There appears to be a lack of understanding of these rules on the part of some Commissioners, particularly in instances when an arrest is made in a district other than the one in which the warrant was issued. Some Commissioners are still requiring the filing of a complaint, even though the rules dispense with this requirement.
2. Explain that the FBI Laboratory and its experts may be used by Federal Judges under Rule 28, Expert Witnesses. Even though the FBI is not otherwise interested in the particular case, examination may be made and expert witnesses furnished as amicus curiae at the request of the Federal Judge. Illustrative of some of the types of examinations which the Laboratory conducts, the following are mentioned: chemical analyses; document examinations; firearms and ammunition examinations; and fingerprint comparisons.
3. Emphasize in a manner similar to that used in the Attorney General's speech before the Chicago Bar Association, June 1, 1946 on the subject of Civil Liberties that judges must take a practical approach to questions of civil liberties. It should be clearly pointed out that this nation will not survive if it gives its enemies, in the guise of civil liberties, the license to destroy the nation. It seems morally and philosophically unsound to contend that a man's "civil liberties" give him the right to sap the strength of the power which has created, granted and protected those liberties.
4. Encourage judges to report to the Department of Justice instances in which it is believed perjury has been committed. Justice requires a thorough investigation and a vigorous prosecution of acts of perjury.

JAG:NB

Approved by Executives Conference 8/30/46, the undersigned being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and

Clegg

57 SEP 20 1946
SEP 4, 1946

RECORDED
&
INDEXED

166-2554-5356
F B I

ORIGINAL FILED IN 94-3303-2

5 5 SEP 19 1946

331

RECORDED

EX-29

55 SEP 10 1946

F B I

INITIALS OF SPECIAL AGENT

ORIGINAL COPY FILED IN

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166 3551 5357

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 8-21-46

FROM : J. E. Edwards

SUBJECT: Accident Involving Bureau Automobile
 Date - 7-8-46
 Damage - Estimated at \$600 to \$800
 SA James O. Lang - Cincinnati

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Beahm _____
 Miss Gandy _____

DETAILS

At 7:00 p.m. on 7-8-46 Agent Lang, while driving a Bureau car, was involved in an accident.

Agent Lang said he was traveling between 40 and 50 mph when a large dog suddenly crossed the road directly in his path. Agent swerved to the right to avoid hitting the dog and as the car turned the front and then the rear wheels hit a spot in the macadamized road which was slippery inasmuch as the oil and tar had been boiled out by a hot sun. The dog was hit slightly and this coupled with the slippery condition of the road caused the car to go into a skid onto the dirt shoulder of the road where it hit a board about three feet long and two inches in diameter, then proceeded up a slight incline of perhaps five feet on a slant into a field where it struck several deep ruts and turned over on one side.

One witness, the owner of the dog, stated he heard Agent honk the horn in front of his home and then noticed the rear end of the car swerve and subsequently observed the car climb the embankment and tip over. He stated the automobile rolled over twice before coming to a stop, however, investigating Agent said that inspection of the automobile reflected that the left side of the automobile is not smashed in and the automobile did not roll over. Another witness gave substantially the same information.

Investigating Agent stated it appeared from observance of tire marks that Agent Lang was driving close to the right side of the road and there is a hedge in the front yard of the farm where the dog was hit which would tend to obscure vision while coming off of a curve in the highway and the macadam pavement was melted in such a condition that it would cause a car to skid or sway.

Various garages gave estimates on the repairs to the Bureau car as well as the salvage value, and the cost of the repairs varied between \$600 to \$800 and the salvage value from \$300 to \$535. It is noted that the ceiling price on the automobile prior to the accident was \$910. The right side of the car was completely crushed, the doors on the left side sprung, the top on the right side was pushed up and badly smashed, the rear axle is sprung, the left front fender as well as the right fenders, front and rear, are badly damaged and the steering alignment was faulty.

DAMAGES

1. Bureau car - \$600-\$800
2. Other car - None involved
3. Personal injuries - SA Lang, contusions right leg
4. Dog hit slightly but not seriously injured

Shaw - 10

SAC'S RECOMMENDATION

SAC King said it was felt that the accident was unavoidable and that Agent Lang should not be held responsible for the damage to the Bureau car. It was also recommended that the Bureau car be sold for salvage in view of the high cost of repairs to the car in comparison to the value of the automobile.

ACTION RECOMMENDED

It does not appear that Agent Lang was negligent in any way and it is recommended that he not be held responsible for the repairs to the Bureau car.

In view of the high cost of repairs to the Bureau car in comparison to its ceiling price, it is recommended that the Bureau car be sold for salvage.

ADDENDUM: 8/26/46 (em) The Executive Conference of August 23, consisting of Messrs. Ladd, Harbo, Nichols, Morgan, Tracy, Rosen and Glavin concur in the opinion that this Agent be not held responsible for the accident in question.

WRG

[Handwritten signature] *[Handwritten mark]*

lrh

THE DIRECTOR

9/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Long, Hendon and Tracy, considered a suggestion of the Field Chief Clerks who recently conducted a one-day survey in the Identification Division.

The Chief Clerks suggested that a cover letter be used in transmitting the General Appearance form to the Field, in view of the fact that the average Agent handles so few of these forms that they do not remember what is expected of them when they get the form for handling.

A copy of the General Appearance form is transmitted herewith, and the Conference is unanimously of the opinion that the form adequately and completely describes exactly what information is desired so that the cover letter is entirely unnecessary.

The Conference unanimously recommends against the suggestion.

Respectfully,
For the Conference

Clyde A. Tolson

P. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

RECORDED

EX - 49

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SAC, Los Angeles

September 3, 1946

Director, FBI

a

~~FORM FD-143~~
SUGGESTIONS CONCERNING

Reference is made to your letter dated July 13, 1946, relative to Form FD-143 entitled Justification for Continuation of Technical or Microphone Surveillance in which the suggestion is made that additional space be provided for the entry of comments pertaining to Item #5 and also that space be provided to be used for the purpose of indicating the approval of the SAC. It is noted that Item #5 provides for listing specific information of value obtained since the previous report on this surveillance which has been made available through the technical surveillance.

Your suggestions will be given consideration in connection with any revision of the form which may occur in the future. In the meantime, you should follow the procedure where necessary of inserting an additional blank page. The approval of the SAC may be indicated by placing his initials opposite the heading "Field Office" on page one.

CC: D. M. Ladd

HHC:DMH

Note: Approved and recommended by
Joint Committee, Clegg, Harbo,
Boardman, and McKee, on 8-8-46.

8/29/46 approved by Exec Conf,
Messrs. Ladd, Tracy, Nichols, Harbo,
Hendon, Rosen, and Morgan being in
attendance.

COMMUNICATIONS SECTION
SEP 4, 1946

RECORDED
&
INDEXED

66-2554-5359
F B I
SEP 10 1946

EX-8

a

58 SEP 23 1946

THE DIRECTOR

9/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Long, Hendon and Tracy, considered a suggestion of the Field Chief Clerks who recently conducted a one-day survey of the Identification Division.

The Chief Clerks suggested that fingerprint jackets, on removal from the Typing Section for any other unit than the Assembly Section, be charged out. They felt this would result in a saving of employees used in locating jackets out of file.

The Conference was advised by Mr. Tracy that the charge-out system suggested by the Chief Clerks would not result in a saving of personnel, but on the contrary would take additional personnel for the following reasons.

When fingerprint jackets are located in the Typing Section and taken to some other unit for handling, these jackets are tagged for return to the Typing Section as soon as the request necessitating their location has been complied with. This insures their return without further follow-up. Further, it is the experience of the Identification Division that when a jacket is removed from the Typing Section in connection with some special request such as telephonic or telegraphic inquiries, it is very seldom that a second request to locate the jacket is received making it necessary for the jacket to be searched for a second time.

Apparently the Chief Clerks were under the impression that there were numerous instances wherein jackets would have to be searched for in connection with a second request. This, however, is not the case.

The Conference unanimously recommends against the adoption of the suggestion.

Respectfully,
For the Conference

RECORDED
Clyde A. Tolson

INDEXED

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

55 SEP 11 1946

EX-20

THE DIRECTOR

September 6, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference on September 3, 1946, those present being Messrs. Harbo, Ladd, McCabe, Tracy and Clegg, gave consideration to a suggestion growing out of a discussion with an SAC recently that there are still numerous errors being made by Special Agents in the field in report writing which are corrected in the rough draft forms which the Bureau favor observes. It is believed it would be well to repeat the fundamentals of report writing before In-Service School.

Those present at the Executives' Conference unanimously agreed to a recommendation that for a period of two weeks only, the supervisors at the Seat of Government, and the SAC's, ASAC's and field supervisors prepare error cards to show the mistakes being made in report writing both in the field and those which reach the Seat of Government, so that from an analysis of these types of mistakes, training and instruction can be given. It was believed that there should be eliminated from these error cards the name of the Agent, the date of the report and the title of the case but that the name of the office should be indicated in order to disclose frequently occurring errors in any one division. Since this is for a period of two weeks and as it might be very disclosing and indicate special types of training necessary, it is unanimously agreed that such a program should be inaugurated beginning at an early date.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

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EX-21

66-2554-5361

Tolson
Mr. A. W. Clegg
Mr. E. A. Tamm
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 11 1946

THE DIRECTOR

September 6, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 3, 1946, consisting of Messrs. Tamm, Ladd, Clegg, Hendon, Harbo, Tracy, McCabe, Nichols and Glavin considered a recommendation contained in the summarization of the inspection of the El Paso Office that the use of 4-drawer file cabinets be eliminated and that 5-drawer cabinets be utilized. The Inspector pointed out that if 5-drawer file cabinets are utilized, additional filing space will be available; that the El Paso Office would be able to place approximately 22 additional cabinets in that office if 5-drawer file cabinets were used. At the present time the El Paso Office is using 4-drawer cabinets.

Mr. Glavin pointed out to the Conference that at the present time file cabinets must be secured from government surplus lists and that if 5-drawer file cabinets are not available we would necessarily have to accept 4-drawer cabinets. The Conference was of the unanimous opinion, however, that in the future in ordering file cabinets, whether from surplus lists or from commercial concerns, that 5-drawer cabinets should be secured, and that when purchases are made 5-drawer cabinets only should be purchased from manufacturers.

Respectfully submitted,
FOR THE CONFERENCE

Clyde A. Tolson

cc - Mr. Hendon
Mr. Clegg

E. A. Tamm

66-2554-5362

RECORDED

INDEXED

EX-31

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

332
SEP 12 1946

C
O NOW
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TO: THE DIRECTOR
FROM: THE EXECUTIVE CONFERENCE
SUBJECT: ESCAPED PRISONERS OF WAR

DATE 8/15/46

The Executive Conference today considered the following suggestion of the Supervisor handling the Escaped Prisoners of War Desk.

Major Falkner of the Provost Marshal General's Office has advised that all prisoners of war with the exception of a few remaining in hospitals and detention barracks have been repatriated. All prisoner of war camps have been closed but Major Falkner said the Provost Marshals in the various corps areas throughout the country will receive reapprehended prisoners and arrange special facilities for their custody.

At the present time, there are 42 escaped prisoners at large and it may be expected that some of them will be apprehended from time to time. A considerable number of the escaped prisoners probably are in Mexico or other countries of Central and South America and it is unlikely that they will ever be located.

It is felt that possibly the Immigration Service should assume the responsibility of locating these escaped prisoners as the reason for the Bureau's original activity in this field no longer applies. Our investigations to locate escaped prisoners began in 1942 when an agreement was reached with the War Department that we should attempt to locate escaped prisoners because of their threat to the nation's security as potential espionage agents and saboteurs.

It was recommended by the Supervisor that since the escaped prisoners of war no longer constitute a threat as was the case when this agreement was reached, that more logically they could be treated as aliens illegally in the United States within the jurisdiction of the Immigration and Naturalization Service. In view of the interest of the Provost Marshal General in such a change, it was felt that he should be informally contacted to determine his attitude prior to giving this matter further consideration or attempt to effect a change.

Messrs. Tracy, Clegg and Rosen were in favor of the above recommendation. Messrs. Harbo and Ladd think we should continue without change.

Respectfully,
For the Conference

Clyde Tolson

E.A. Tamm

cc - Mr. Hendon

Mr. Clegg Addendum: I think the Bureau would be placed in a very bad light if we endeavored to dump 42 fugitive cases on the IMMIGRATION & NATURALIZATION Service thereby virtually admitting our inability to solve the cases

I most certainly think the Bureau must keep these cases and by inference referring them to someone more capable.

55 SEP 11 1946

Mr. L. B. Nichols

September 3, 1946

Director, FBI

Executive Conference

Inspector Naughton has advised as a result of his recent inspection of the Oklahoma City Office that one of the clerical employees observed that in some instances other field offices were not following the prescribed Bureau procedure in answering the roll call upon completion of conference ~~teletype~~ messages, thus resulting in unnecessary delay and expense.

It is requested that employees of the Communications Section be on the alert to detect any failure to comply promptly with the prescribed procedures so that appropriate corrective action may be taken.

HHC:dru

NOTE: Approved by Exec Conf 3/29/46,
those present being Messrs. Ladd,
Tracy, Nichols, Harbo, Hendon,
Rosen, and Morgan.

COMMUNICATIONS SECTION
SEP 4, 1946

RECORDED
&
INDEXED
EX-63

66-2554-5364
F B I
61 SEP 12 1946

3 OCT 3 1946

ORIGINAL TO BUREAU

THE DIRECTOR

September 10, 1946

THE EXECUTIVE CONFERENCE

hs

The Executive Conference of September 6, 1946, consisting of Messrs. Tolson, Tamm, Tracy, Hendon, Ladd, Long and Glavin, was advised by Mr. Glavin that under date of September 3, 1946, the Bureau of the Budget, by Circular A-34 Revised, advised that the Bureau of the Budget now has field offices located in Dallas, Texas; Chicago, Illinois; San Francisco, California and Denver, Colorado. The field services to be performed by the Bureau of the Budget are:

1. To counsel with the Federal Agencies
2. Make studies and recommendations; improvement in administration in the Federal Agencies
3. Examine utilization of space, supplies and equipment
4. Counsel with state and local officials

It was further pointed out to the Conference by the Director of the Bureau of the Budget that each Federal Agency having a field establishment should notify its appropriate officials of the purpose and functions of the Budget Bureau's Field Service. Federal field representatives should feel free to call upon the Budget Bureau's field offices for any assistance which they might be able to give.

The Conference was of the opinion that the Bureau's divisional offices should be advised of the setting up of the Field Service by the Bureau of the Budget so that if any inquiries are received from any such field office, our divisional field service will know how to handle such matters.

Should the Director approve the Conference's recommendation, the attached communication to all Special Agents in Charge should go forward.

cc - Mr. Hendon
Mr. Clegg

Respectfully submitted,
FOR THE CONFERENCE

EX-56

RECORDED
102 INDEXED
Glyde A. Tolson

66-2554-5365

28 SEP 12 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

13 1946

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance at the Conference on August 29, 1946. Attached hereto for approval is a letter to all Special Agents in Charge setting forth appropriate instructions in this matter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

BNH:BN

cc: Mr. Hendon
Mr. Clegg

THE DIRECTOR

September 9, 1946

res
The Executive Conference

At a meeting of the Executive Conference on September 9, 1946, attended by Messrs. Tolson, Glavin, Tracy, McGuire, Clegg, Long, Rosen and Ladd, the attached proposed letter to all banks was discussed. It was pointed out that this letter goes further than any previous letters going to the banks in that under Item 7 are listed a few of the safety devices used by various banking institutions, which information has not previously been circularized in any such letters to the banks.

The Conference unanimously recommended that this letter be forwarded to all banks in the United States. It is suggested that it be multilithed at the Bureau for the Director's signature and that a sufficient supply be furnished to each field office so that they may address them and mail them to all banks in their territory.

In the event you approve the issuance of this letter, arrangements will be made for the multilithing of sufficient copies.

Respectfully
For the Conference

CT
Clyde Tolson

EAT
E. A. Tamm

AKH
DML:da

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

RECORDED
&
INDEXED
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EX-8

66-2554-5366

55 SEP 13 1946

THE DIRECTOR

8-8-46

THE JOINT COMMITTEE

SUGGESTION #358

EMPLOYEE: F. A. FLETCHER
SAC, PITTSBURGH FIELD OFFICE

MEMBERS PRESENT:

H. H. Clegg
R. T. Harbo

L. V. Boardman
S. K. McKee

EMPLOYEE SUGGESTS:

Bureau Bulletin No. 35, Series 1946, dated June 26, 1946, under Section B, entitled "Destruction of Closed Files" provided that all Bureau files in field offices may be destroyed after they have become twenty-five years old and the index cards relating to the files destroyed should be marked with a stamp stating "File destroyed - 1946."

The suggestion is that the requirement for stamping the index card be eliminated since all files over twenty-five years old bear the "old German" file number of a system of numbering which no longer is used, and the file number of this type shown on the index card will clearly indicate that the file has been destroyed without stamping this index card. It has been discovered in some field offices that it became necessary to search all the names of subjects in the files as they were destroyed and thousands of index cards had to be searched, pulled, compared, and stamped, which made this an enormous project. It was thus felt by those making the suggestion that the mere fact that the index card bore the "old German" file number would be on its face evidence of the fact that the file had been destroyed.

The new system of filing under classification number and file numerical sequence will not become twenty-five years old until April, 1950, and thus it appears it would be a waste of time to examine the files, pull the index cards, identify them, and stamp them between now and 1950. After 1950, some other plan along logical lines can be developed which it is believed will be satisfactory and conserve time, and it is believed that the previous regulation for stamping index cards should be eliminated.

JOINT COMMITTEE RECOMMENDATION: Unanimously favorable, and if this is approved, attached hereto is a letter to the Pittsburgh Office, which has requested advice and authority for action of the type recommended, and also a SAC letter to this effect.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Miss Gandy _____

ENC: DRU
Attachments

55 SEP 16 1946

RECORDED
37 &
INDEXED

66-2554-5367

Re
THE DIRECTOR
THE EXECUTIVE CONFERENCE

September 11, 1946

X Form
The Executive Conference of September 9, 1946, consisting of Messrs. Tolson, Tracy, McGuire, Clegg, Ladd, Long, Rosen and Glavin considered a suggestion submitted by Mr. Mohr that the present form letter FD-67, concerning notice of arrival or departure of employees on special or court assignment, be enlarged to include also notice of departures of employees on transfer.

It was pointed out to the Conference that section five of the Manual of Rules and Regulations, pertaining to transfer and travel, 5B (1a) states that when an employee departs on transfer to his new office of assignment, the Bureau should be notified by form letter FD-67 on the day he departs.

The form as previously prepared did not cover matters of departure of employees on transfer and including this phraseology in the form letter FD-67, a copy of which is attached hereto, eliminates the necessity of the field office typing special letters to the Bureau, advising of notice of departures on transfer.

The Conference was unanimously in agreement with the change of the form in question.

Respectfully submitted,
FOR THE CONFERENCE

✓
Clyde Tolson

A2
Attachment

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

RECORDED
&
INDEXED

EX-8

✓
E. A. Tamm

166-2554-5368
1 SEP 12 1946
ly

SEP 13 1946

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : A. L. NEWMAN

DATE: August 30, 1946

FROM : MR. GLAVIN

SUBJECT:

Two buses should be at Quantico on Sunday night, September 1, 1946, at 6:45 P. M., as requested by the Training Division. Chauffeurs assigned to this duty will be given the necessary Compensatory Leave during the following week.

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, Hendon, Harbo, Nichols, Rosen and Glavin approved.

WRC:ejm

RECORDED

EX-31

66-2554-5370
F B I
61 SEP 12 1946

COPIES ON ORIGINAL

ORIGINAL COPY FILED IN

THE DIRECTOR

August 30, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, Hendon, Harbo, Nichols, Rosen and Glavin considered the use of Special Agent personnel on the complaint desk of the Houston divisional office.

The Conference was advised that under date of August 21, 1946, the Special Agent in Charge at Houston had requested authority to continue using a Special Agent for complaint duty. SAC Willis stated that complaint Agents are rotated every other day.

SAC Willis, in circumstantiation of his request for continuance of the complaint Agent stated that from June 17, 1946, through August 16, 1946, a period of two months, 505 calls and 179 personal complaints were handled by him. Willis pointed out that this means 11.2 telephone calls were handled each day and an average of 4 persons a day were interviewed by him.

SAC Willis further pointed out that there are 741 cases pending in the Houston Division and the administration and supervision of these cases is equally divided between the Assistant Agent in Charge and the Special Agent in Charge. He feels that continuing an Agent on complaint duty has been to the advantage of the office generally and has also been of advantage to the Agents themselves in giving them experience in this type of work.

The Executive Conference is of the definite opinion that from the facts furnished, that it would not be necessary to continue a Special Agent on full time complaint duty. The Conference therefore recommends that the attached communication, so advising SAC Willis, go forward to him.

Respectfully submitted,
FOR THE CONFERENCE

CLYDE ZOLOSEP 6 1946

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

WRO:efm

THE DIRECTOR

September 11, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 10, 1946, consisting of Messrs. Tolson, Rosen, Long, Ladd, Clegg, McGuire, Tamm, Tracy and Glavin considered a suggestion made by Mr. Glavin concerning the preparation of a plaque for installation in the Director's Reception Room, listing the names of Bureau employees who gave their lives to their country during the last war.

Mr. Glavin pointed out to the Conference that the Bureau had received a communication from the SAC at Butte to which was attached a newspaper story from the Montana Standard at Butte, under date of August 22, 1946, that a gold star citation had been presented by the Attorney General of the United States to Mrs. Mary V. Hennessey of Butte, whose son, Walter H. Hennessey, was killed on Luzon, January 24, 1945. Walter Hennessey was on leave without pay from the Bureau at the time of his death.

It was suggested to the Conference that affirmative steps be taken at this time to honor the Bureau's war dead, it being Glavin's feeling that such a plaque would be most appropriate in the Director's Reception Room. The Conference unanimously agreed and recommends that such a plaque be constructed by Mr. Gauthier, in the Cartographic Section. For the Director's approval, a rough drawing of the plaque will be prepared for final approval before final preparation on the finished plaque.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED & INDEXED

E. A. Tamm

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 16 1946

MEMORANDUM FOR THE DIRECTOR

September 10, 1946

Should the Director approve the Conference recommendation,
the appropriate smocks will be purchased.

*Q. just make
certain smocks are
the most practical.
Recently we bought
them for Mech. Lab.
I now they want
disinfectant instead
of Q.*

cc - Mr. Hendon
Mr. Clegg

Respectfully submitted,
FOR THE CONFERENCE

Clyde A. Tolson

E. A. Tamm

WRG:em

Em

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

September 10, 1946

JOINT COMMITTEE

SUGGESTION #282

EMPLOYEE: MARTHA VAUGHAN
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. CLEGG E. E. CONROY
R. C. HENDON E. SCHEIDT

EMPLOYEE SUGGESTS: That the messengers in Personnel Records be permitted to wear smocks while making deliveries.

ADVANTAGES:

1. During summer months these employees usually wear light colored clothing which is easily soiled by handling files and making deliveries.

DISADVANTAGES:

1. There is insufficient justification for the use of smocks by this type of personnel.
2. There seems to be no possible justification for this expenditure since they are not handling either chemicals that would destroy their clothing or indelible inks which would permanently soil their clothes.

RECOMMENDATION: That these messengers be permitted to wear smocks which are neat and clean if they desire to purchase them themselves but that the Bureau not purchase smocks for them.

HHC:ER;em

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference of 9/6/46, consisting of Messrs. Tolson, Tamm, Tracy, Hendon, Ladd, Long and Glavin, after reconsideration of this recommendation, agreed that such smocks should be purchased for the Bureau's messenger force. Mr. Glavin, who has been opposed to the purchase of any smocks for employees, pointed out that these particular employees, in the lowest salary grade, have as much wear and tear on their personal clothing, through the execution of their duties in delivering files and mail, as do other employees of the Bureau for whom we have purchased smocks. He feels that if smocks are approved for Laboratory, Mechanical, and Identification Division employees, in certain categories, we should approve them for messenger employees.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

EX-27

SEP 18 1946

30 SEP 30 1946

66-2554-5372
M

August 30, 1946

he

SAC, Anchorage

Dear Sir:

Advice has been received by the Bureau that from time to time requests are made by your office to various representatives of the United States Marshal's office of the territory of Alaska, to perform certain investigative work for the Bureau when an Agent of your office is not in a particular locality which can be easily covered by a representative of the United States Marshal's office.

The Bureau has been further advised that from time to time, representatives of the United States Marshal's Office have certain travel expenses in connection with such work and cannot secure reimbursement for the expenses involved.

The Bureau is desirous of being advised at this time as to what arrangements have been made by you with the United States Marshal to have certain of his Deputies perform spot investigative work for the Anchorage Division and whether representatives of the Marshal's office have been able to secure reimbursement for official expenditures made in connection with the handling of such leads for us.

Very truly yours,

RECORDED

VRG:ejm

EX-12

John Edgar Hoover

Director

66-2554-5373

SEP 10 1946

SEP 10 1946

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, Hendon, Harbo, Nichols, Rosen and Glavin are of the opinion that this particular problem should be handled in this manner and after appropriate information is secured from the Anchorage Division that the matter be then discussed with officials of the Administrative Division of the Department.

COMMUNICATIONS SECTION

AUG 30 1946

337

ORIGINAL COPY FILED IN 66-2554-5373

THE DIRECTOR

9/12/46

THE EXECUTIVES CONFERENCE

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg, considered the need for training to be provided additional Agents as Police Instructors. The increased number of schools, the fact that many of the instructors are now Assistant SACs and on specials and are not always available for training purposes, has caused many offices to "run short" of police instructors in meeting the needs of their own division. Police instructors are now needed in Baltimore, Birmingham, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Honolulu, Houston, Jackson, Knoxville, Memphis, Milwaukee, Newark, New Haven, New Orleans, Norfolk, Philadelphia, Pittsburgh, Richmond, San Juan and Seattle Offices. Several of the former instructors have resigned and many requests are being received for transfers of police instructors which if complied with would take Agents out of territories where they desire to be.

It was believed by the majority of the Conference that this was good training and that such a school should be held at a reasonably early date (October 21, 1946 suggested) for a period of two weeks. It was recommended that 50 Agents, to be selected by the Chief Clerk's Office in consultation with representatives of the Training and Inspection Division, be designated to attend this police instructors' school. It was further recommended that no accountant be included in these classes and that on the Monday when this school reports to Washington that a regular In-Service School not report to Washington, thus keeping approximately the same number of Agents in a training status. Those who have not already completed In-Service School would remain over to attend the regular In-Service School in order to avoid duplication of travel subsequently.

Mr. Glavin was opposed to the school being held and felt that it was a waste of time, that the needs for these men in field offices to conduct investigations should discourage the holding of such a school.

Messrs. Tolson, Ladd, Tracy, E. A. Tamm, Long, Rosen, McGuire and Clegg, recommended favorably that such a school be held.

RECORDED
& INDEXED
66-2554-5374
Respectfully,
for the Conference

X-6

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

BHC:FJ

P.V.

SEP 17 1946
337

THE DIRECTOR

THE EXECUTIVE CONFERENCE

9/12/46

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Long, McGuire and Tracy on September 10, 1946, considered a suggestion of Miss Dawson in the Identification Division that ~~Personal Identification prints~~ be quoted on identification records in the same manner as any other non-criminal print.

The Conference was advised that Mr. Quinn Tamm checked into the manner in which Personal Identification prints would appear as a part of the record and no cases were found which, if quoted, would have caused any embarrassment to the Bureau in connection with a criminal record.

The Conference was unanimously of the opinion the Bureau policy should remain the same, i.e., that Personal Identification prints not be quoted in view of the extensive publicity over the past many years and the repeated statement of Bureau policy that Personal Identification prints are not searched.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Iss Gandy _____

RECORDED
INDEXED

EX - 6

53 SEP 17 1946

THE DIRECTOR

September 13, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Nichols, Morgan, Long and Tracy on September 11, 1946, considered the matter of the production of artificial hands by the Veterans Administration in New York City.

The Conference was advised of the receipt of a letter from Doctor Thomas E. Knox of the Veterans Administration, New York City, advising that hundreds of models would be used in making artificial hands for these veterans.

The Conference was further advised by Mr. Tracy of the fact that the naval hospitals have likewise been using models for the manufacture of artificial hands and in addition others in the commercial field are using such models. In all cases the fingerprints are clearly reproduced and inked fingerprints can be taken from the plastic substance used in the making of the artificial hands.

The Conference was unanimously of the opinion that there was no action the Bureau could or should take in the situation and that there appears to be no necessity for the setting up of any controls to prevent criminal use of the artificial hands or gloves.

If you approve, there is attached hereto a letter advising SAC Scheidt of the Bureau's decision.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-5376

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

Attachment

SEP 17 1946

RECORDED & INDEXED

342

EX-14

THE DIRECTOR

9/12/46

THE EXECUTIVES CONFERENCE

SUPERVISORS' SEMI-ANNUAL CONFERENCE

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg, recommended that the Semi-Annual Conference of Bureau Officials and Supervisors be held at 4:00 P.M. on Thursday, September 26, 1946 in Assembly Room #1 of the Justice Building. For the program it was unanimously recommended that the full time, 4:00 to 6:00 P.M., be allocated to Inspector Morgan to discuss the subject "Supervisory, Administrative and Organizational Principles Controlling Investigations," based upon the findings in the Pearl Harbor matter. This is the subject that Mr. Morgan gives before In-Service Schools and a number of supervisors have requested permission to attend this lecture and this will provide all of them an early opportunity to hear it discussed.

The Conference unanimously agreed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

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EX-8

66-2554-5377

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon

Mr. Clegg

HHC:fd

95

SAC, Newark

September 9, 1946

Director, FBI

Reference is made to your communication of August 26, 1946, concerning the use of the Vari-Typer machine in your office, particularly in connection with the preparation of mimeograph stencils.

The Bureau, after careful consideration of the suggestion made by you, is of the opinion that this particular type of machine is not essential to the official functioning of the Bureau's divisional offices. The Bureau, therefore, cannot approve the assigning of such machines to the divisional offices at this time.

The Executive Conference of 9/5/46, consisting of Messrs. Tolson, Tamm, Ladd, Morgan, Rosen, Harbo, Hendon, Tracy, Nichols and Glavin were of the opinion that this machine should not be approved at this time.

WRG

WRG:em

COMMUNICATIONS SECTION
SEP 10, 1946

EX-104
RECORDED
&
INDEXED
166-2554-5378
FBI
SEP 16 1946

58 OCT 2 1946

MR. NICHOLS

September 10,
1946

DIRECTOR, FBI

FBI NATIONAL ACADEMY GRADUATION
THIRTY-THIRD SESSION

Secretary of the Treasury, John Snyder, will be one of the principal speakers at the graduation exercises of the Thirty-third Session of the FBI National Academy on Friday, October 4, 1946. It is desired that you arrange to escort Mr. Snyder from the White House where he will be attending a Cabinet Meeting, to the Departmental Auditorium.

The graduation exercises will begin at 11:00 a.m. and Mr. Snyder is scheduled to give the second address. You should bring him to Conference Room C at the Auditorium.

Approved by the Executives Conference September 9, 1946.

JSR:mjb.

COMMUNICATIONS SECTION
SEP 10, 1946RECORDED
&
INDEXED

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F B I
61 SEP 17 1946

-20

SEP 27 1946

ORIGINALS ON STALLIN

ORIGINAL COPY FILED IN 62-39685-6

(Typed 8/30/46)

MEMORANDUM FOR ALL SEAT OF GOVERNMENT EMPLOYEESRe: Change of Address

It has come to the Bureau's attention that employees have failed to keep either their Divisional Front Offices or the Information Clerk in the Communications Section currently advised of changes in local address or telephone number. As you are, of course, aware, it is essential that the Bureau have this information so that employees can be contacted whenever necessary, particularly in cases of emergency.

It is therefore desired that all employees adhere to the present regulations and make certain that their Divisional Front Office and the Information Clerk are advised immediately of any changes in local address or telephone number.

Very truly yours,

John Edgar Hoover
Director

HLE:FW

9/9/46 The Executive Conference of 9/5/46, consisting of Messres, Tolson, Tamm, Ladd, Morgan, Rosen, Harbo, Hendon, Tracy, Nichols and Glaving approved the preparation of the memorandum to All Employees at Seat of Government re change of address notification.

WRG

RECORDED
&
INDEXED
24

66-2554-5380
F B I
48 SEP-17 1946

57 SEP 20 1946

MX-8

ORIGINAL FILED IN 66-2409 - 1

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Glegg, recommended unanimously unfavorably.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Glegg

HHC:PJ

Tolson	
E. A. Tamm	
Glegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Harbo	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Gandy	

THE DIRECTOR

9/6/46

THE JOINT COMMITTEE

SUGGESTION #382

EMPLOYEE: L. O. TEAGUE
SAC, ANCHORAGE FIELD DIVISION

Executive Conf

MEMBERS PRESENT: H. H. CLEGG
R. T. HARBO

E. SCHEIDT
L. V. BOARDMAN

Unfavorable Legend Cards

EMPLOYEE SUGGESTS: That cards containing uniform legend showing the requirements for information to be placed on the cards for Confidential Informants, National Defense Informants, Contacts, and Sources of Information be prepared and distributed to the field in order to provide uniformity in the preparation of these cards.

ADVANTAGES:

1. Would establish uniformity.
2. Would make certain that all information required is entered on the card.
3. It would be an easy guide in the preparation of the card and would prevent clerks from having to refer to the manual for requirements.
4. The cards could be used by Agents in the field and sent into the office in rough draft form thus insuring that the required information was obtained and set forth in the prescribed manner.

DISADVANTAGES:

1. The headings would occupy such a high percentage of the space on the cards there would be inadequate space for the remainder of the information. The present procedure in most offices is to list the name on the card without having to write the word "Name" as a preface to the subjects named.
2. To adopt this form might lead many offices to engage in a project of revising all their cards and placing the data on such cards for the sake of uniformity.
3. The information required is set forth clearly in the manual and clerical employees continuously assigned to handling this work would not have to make frequent reference to the manual for types of information to be recorded.
4. This would be another form for the field office to use and the Agents to carry around with them.

RECOMMENDATION: Unanimously unfavorable.

RECORDED & INDEXED
357

66-2554-5381

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

SEP 8 1946

MEMORANDUM FOR THE DIRECTOR

-3-

acting purely as a fact-finding agency.

Mr. E. A. Tamm, Mr. Nichols and Mr. C. Tamm are opposed to the acceptance of these investigations basically because the proposed program would allow to General Vandenberg and his associates the use of the Bureau's name and prestige to extricate them from what is believed to be certain difficulties. This minority group believes that this factor outweighs any real harm that could be done to the Bureau either by having another agency investigate these cases or having CIG investigate their own applicants. In the event the proposal of the minority group was considered, it is pointed out that it would probably be necessary for the Bureau to counsel the CIG in the mechanics and procedure necessary to be installed to set up their own investigative group in the event they decided to do that.

*I approve
majority view
H.*

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm
Edw. A. Tamm

CC - MR. CLEGG
MR. HENDON

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Ladd points out that the Bureau investigates U. S. Attorneys, District Judges, etc., and is not charged with their shortcomings. A more sinister potential in the relationship which would be created by the Bureau's investigating these applicants is the fact that General Vandenberg and his associates would undoubtedly indicate to Congressional Committees, to Cabinet members and to all critics of CIG operations that the FBI "approved" all of its personnel. While this statement would not be technically true, we probably would not always know when Vandenberg was getting himself or his organization out of some tight spot, particularly with Congressional Committees, by indicating that "J. Edgar Hoover" investigates all of the CIG personnel. An additional factor in this alliance created by the Bureau's investigation of CIG personnel would be the fact that the Bureau would probably be estopped or at least restrained from criticism of CIG operations because of the close working relationship which would be established. In other words, if the Bureau as a result of this relationship learned of factors which it believed should be either publicly exposed or brought to the attention of the President either through the Attorney General or through other sources open to the Bureau, our action would probably be restrained at times by the knowledge that CIG would know that the Bureau was the source of the criticism directed at it. On the other hand, if we have no working relationship of this kind with CIG and learn anything of a derogatory nature, we are at complete liberty to use it as we see fit.

The majority of the conference, consisting of Mr. Tolson, Mr. Harbo, Mr. Clegg, Mr. Ladd and Mr. Rosen favor the Bureau advising CIG that we will accept these cases for investigation providing the CIG will reimburse the Bureau for the cost of these investigations upon a basis of a cost of \$100.00 per investigation. This figure approximates the figure which the Bureau has quoted as being the cost of an applicant investigation on the atomic bomb project where our basic figure was \$92.00. Mr. Glavin favors the acceptance of these cases upon this basis with the qualification that the Bureau pass upon the desirability of the applicant's employment to the extent of requiring the CIG to advise the Bureau of those applicants who are appointed and of protesting against the appointment of any applicant not considered by the Bureau to be qualified. Mr. Glavin would carry his proposal to the extent of having the Bureau discontinue this work if CIG persisted in appointing applicants whom the Bureau considered undesirable. The balance of the conference believes that Mr. Glavin's proposal would place the Bureau in a very embarrassing position in that we would be attempting to pass upon the qualifications of the applicants rather than of

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

September 16, 1946

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the question of whether the Bureau should indicate to the CIG representative that it would accept for investigation cases involving applicants for positions in the CIG. You will recall that on September 13th Mr. DuBardeleben of CIG indicated that if the Bureau would accept these cases for investigation, General Vandenberg would make a formal request that the Bureau perform this work.

The Conference was advised that Mr. DuBardeleben indicated that these cases would approximate one hundred per month, that the Bureau would be expected to perform only investigative work without passing on the qualifications of the applicants, that about two weeks' time would be allowed for each investigation and that CIG would refer to the Bureau for investigation only those applicants who had been interviewed, their qualifications considered and who were seriously being considered for appointment to a specific position in CIG.

General discussion was had of the advantages and disadvantages of the Bureau performing this work. It was agreed that the principal advantage accruing to the Bureau from the performance of this work was that by so doing, the Bureau would prevent CIG from having any justification for an investigative unit operating within the United States. Other advantages accruing to the Bureau if we performed this work were enumerated and include the fact that the Bureau would know the identity and background of virtually all persons employed by CIG, even though we would have no assurance that all applicants would be referred to us, that the Bureau by accepting the work would preclude the possibility of the work being assigned to Secret Service or some other Governmental agency, thereby enlarging our jurisdiction and possibly enhancing our prestige; and the feeling would prevail, at least in some circles, that the Bureau was intimately associated in some way with the operation of CIG.

The principal disadvantage to the Bureau's accepting of this work was conceded to be the fact that the Bureau would become "wedded" to CIG, principally in the mind of business people and of Congress. Persons interviewed by Bureau personnel will feel that despite any statements to the contrary, the FBI is intimately involved in the operation of CIG or it would not be investigating its applicants. With reference to this factor

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

4-5382

01946

THE DIRECTOR

September 6, 1946

THE JOINT COMMITTEE

SUGGESTIONS #403 AND 417

EMPLOYEES: SAC R. B. HOOD, LOS ANGELES (#403)
CHIEF CLERKS F. E. MICHAEL, M. L. MCLEANUS AND
A. C. PELTON (#417)

MEMBERS PRESENT: H. H. Glegg R. T. Harbo L. V. Boardman E. Scheidt

The committee of three chief clerks recently making studies in Washington submitted a suggestion for changing Bureau form FD 113, which is the Administrative Report submitted by individual Agents to the Special Agent in Charge each month in order to help the office prepare the Monthly Administrative Report. It appears that there is a lack of uniformity in interpreting days on leave. There is also a lack of uniformity as to the number of working days as tabulated since some Agents are inclined to list the actual number of working days per month and others more accurately list the total number of days in the calendar month.

In order to clarify this matter the Committee made a study of the proposed form submitted by the Chief Clerks and also by the Los Angeles Office and recommends the adoption of the attached form which consolidates the ideas of the various offices.

RECOMMENDATION: That the attached form be approved, as a substitute for Form FD 113, a copy of which is attached.

BHC:HD

ATTACHMENT

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Glegg, recommended unanimously the adopting of the attached form as a substitute for the previous form for the purpose of obtaining uniformity.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED
342

166-2554-5383

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon
Mr. Clegg

CC - MR. CLEGG
MR. HENDON

HAC:PJ

THE DIRECTOR

9/12/46

EXECUTIVES CONFERENCE

CAPTAIN FRANCIS W. RUSSELL
BOSTON, MASS. PD

- Lecturer, FBI National Academy -

The Executives Conference on 9/9/46, Messrs. Tolson, Glavin, Tracy, McGuire, Ladd, Long, Rosen and Clegg being present, considered a suggestion of SAC Soucy of Boston that Captain Francis W. Russell of the Boston, Massachusetts PD, a graduate of the National Academy, be considered as a visiting instructor at some future session of the Academy on the subject of "Burglary." Soucy has advised orally that Captain Russell has made specialized studies in this subject and Mr. Soucy felt that he might have a contribution to offer.

The Conference unanimously recommended that Captain Russell be invited to lecture before one of the early future sessions of the Academy.

Respectfully,
FOR THE CONFERENCE

E. A. Tamm

C. Tolson

hnc:hd

CC - Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-5384

EX-6

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 SEP 19 1946

one tabulation be included in the monthly report showing the number of days of types of duty performed by special employees.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

HEG:RJ

rg

THE DIRECTOR

9/9/46

THE JOINT COMMITTEE

SUGGESTION #416

EMPLOYEES: CHIEF CLERKS M. L. MCMAHUS, WASHINGTON FIELD
F. E. MICHAEL, CHARLOTTE
A. C. FELTON, BUFFALO.

MEMBERS PRESENT: H. H. CLEGG L. V. BOARDMAN
R. T. HARBO E. SCHEIDT

EMPLOYEES SUGGEST: The Committee of three Chief Clerks suggests that clarifying instructions be sent to the field as to whether special employees should be recorded on the Monthly Administrative Report as performing investigative work and the number of days' work so performed in order to enable the Bureau to make a more accurate tabulation as to the number of man-days' work performed in handling the volume of work investigated by the Division during a particular month.

At the present time Special Agents submit reports showing the number of days on duty, the number of days doing surveillance and accounting work and the number of days on leave so that a tabulation can be made in the Bureau as to the number of investigative days' work performed in the office. This is not required for special employees who in some offices are running out individual leads and making contact inquiries, such as with the Immigration and Naturalization Service, and similar work performed by them in the Washington Field Office and elsewhere. Most of these special employees, however, it is believed are engaged in work on technical surveillances and on night duty in field offices and in work other than that regularly considered as investigative.

It was the unanimous opinion of the Joint Committee that these employees should not submit reports such as those submitted by Agents to show the number of days on investigative work, etc. If they submitted such reports they would start requesting Special Agents credentials and otherwise assuming a status of Special Agents. The work performed by them is of such an incidental nature that it does not oftentimes have a material effect on the total volume of work handled as reflected in the Monthly Administrative Report.

RECOMMENDATION: That tabulations not be included in the Monthly Administrative Report showing the number of days on duty, on surveillances, and the like, by special employees and that the total days' work performed by such employees not be computed in the tabulations on the Monthly Administrative Report. It is further recommended that the Field Offices be advised and if this is approved, there is attached hereto an

SAG Letter accordingly.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, McGuire and Clegg, recommended unanimously that

Mr. Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg, recommended unanimously that

52 SEP 11 1946
Mr. Hendon

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: AUGUST 27, 1946

FROM : H. L. SLOAN

SUBJECT: FREAK ACCIDENT
FBI RANGE, QUANTICO, VIRGINIA

2 Please be advised that this afternoon at 4 o'clock, while reloading his revolver behind the barricade on the 50 yard line of the Practical Pistol Course, Mr. WEYMAN C. MIZE, National Academy, dropped a .38 Remington Wad-Cutter Cartridge. This cartridge on striking the pavement exploded, and a small fragment of the cartridge case made a superficial laceration on Mr. MIZE's forehead. Mr. MIZE was taken to the Post Dispensary and no foreign matter was found in the laceration, and he resumed training on the range immediately.

I have never seen an accident of this type occur before. I have never heard of an accident of this type occurring before. None of the firearms instructors at Quantico have ever heard of a similar type accident. Firearms Instructor RUMANS was standing within one foot of Mr. MIZE when the cartridge was dropped. We have seen hundreds of rounds of ammunition dropped by shooters in the act of reloading their revolvers but have never heard of a cartridge exploding on contact with the ground. The pavement on which it was dropped is the same all over the range.

I am submitting herewith the remaining portion and fragments of the cartridge case and the bullet which was found approximately 12 inches from the point of explosion.

It is believed that this will be of interest to the Firearms Identification Section of the FBI Laboratory and the instructors of the Training Division.

I do not believe that a bulletin to the field would be warranted inasmuch as the chance of a recurrence of this accident is so remote.

HLS:des

Attachment

The Executives Conference on August 29, 1946, Messrs, Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, was of the opinion that the necessity for a Bureau Bulletin with respect to this matter is not indicated in view of the extreme unlikelihood of a recurrence and the fact that no instructions can cover the inadvertent dropping of a cartridge and for the further fact that few offices fire the practical pistol course from paved runways.

EPM:ER

Director's notation: "I agree. H."

RECORDED & INDEXED

66-2554-5386

EX-6

52 SEP 23 1946

DISADVANTAGES:

1. Each wide angle lens would cost approximately \$150.00.
2. The rare occasion for the need of such a lens does not justify the cost that would be involved.
3. When the rare occasions arise where the wide angle lens might be considered advisable the Bureau has such a lens available for quick transmission to field offices upon request or they may be obtained from, either on a rental or loan basis, local photographic stores in the community.
4. Additional training would be required in using such lens since special techniques are involved in their use.

RECOMMENDATION: Unanimously unfavorable. If this is approved there is attached hereto a letter to the El Paso Office in keeping with specific request for reply.

HHC:PJ *of*

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg recommended unanimously unfavorably as to both suggestions.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten signature]
E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

HHC:PJ *of*

THE DIRECTOR

9/6/46

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #427

EMPLOYEE: JOY C. DALL

SA, EL PASO FIELD DIVISION

MEMBERS PRESENT: L. V. Boardman R. T. Harbo
H. H. Clegg E. Scholdt

EMPLOYEE SUGGESTS: I. That each field office be provided with a portrait lens to be attached to the speedgraphic camera to be used in taking photographs of subjects.

ADVANTAGES:

1. It would provide a more professional type of photograph of subjects.

DISADVANTAGES:

1. It would involve additional and unnecessary expense.
2. The portrait lens, according to photographic experts of the Bureau, is for the purpose of doing a professional job, diffusing the light and providing a softer tone to the portrait to make it flattering and therefore salable.
3. The present lens on the camera are proven to be entirely proficient and satisfactory in showing the photographs in the manner in which the Bureau would desire them without any tendencies toward flattery.
4. It is well recognized that photography in law enforcement differs from portrait photography. In the former, exact portrayal effecting all blemishes should appear and in the latter the effect striven for is an artistic one.

RECORDED

ROOM ELABORATION:

Unanimously unfavorably

EX-14

INDEXED

66-255-5387

II. That a wide angle lens be supplied for the speedgraphic camera. The wide angle lens is one which will take photographs of greater width and of even form, closeup photographs and a larger area of the scene of a crime.

ADVANTAGES:

1. They would be beneficial in photographing the scenes of a crime when the area of the scene is so small that adequate distance away from the actual area to be photographed can not be obtained.
2. The wide angle lens photograph would be more acceptable and more in focus than would be the case if individual photographs of sections of the crime scene were made and then an attempt made to piece them together in a panoramic view.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

55 SEP 13 1946

SAC, Phoenix

September 4, 1946

Director, FBI

JUDGE HOWARD C. SPEAKMAN
FEDERAL JUDGE, TUCSON, ARIZONA

Reference is made to your letter dated August 22, 1946 advising that Judge Howard C. Speakman of Tucson felt that he would be in a better position to pass sentences if he had available to him copies of the investigative reports. Since it would be establishing a precedent and an exception to the general rule the Bureau prefers that the accepted procedure, whereby the Judge would request the Agent investigating the case to make a statement of the facts after a plea of guilty has been entered or after conviction, be followed in that division as it is in most divisions.

HHC:PJ

RECORDED

EX-8

166-2554-5388
F B I
SEP 11 1946

Approved by Executives Conference 8/30/46, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg.

COMMUNICATIONS SECTION
SEP 6, 1946

ORIGINAL COPY FILED

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #344

EMPLOYEE: SPECIAL AGENT J. B. DUFFY
PHOENIX FIELD DIVISION

EMPLOYEE SUGGESTS: That a form, a sample of which is attached, be approved for the use of Special Agents in submitting information on the development of sources of information.

ADVANTAGES:

1. It would avoid the necessary typing and dictation of a memorandum furnishing background information on new sources of information.
2. The form would insure that all necessary background information was submitted.

DISADVANTAGES:

1. It would be just another form for Agents to remember and carry around.
2. It would lead to a routine type of handling of sources of information.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk
Attachment

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

&
INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

EX-8

COPIES OF ORIGINAL

3482-5389

U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

SEP 16 1946

TELETYPE

SAN FRANCISCO FROM WASHINGTON

1

16

3-30 PM

SAC

Executive Conference

RE COLONEL LUSE, C. Q. ~~SIERRA~~ ORDNANCE DEPOT TRAINING SCHOOL.

FROM FACTS FURNISHED THE AGENCY DOES NOT APPEAR TO BE TYPE OF LAW
ENFORCEMENT AGENCY AUTHORIZED TO RECEIVE FBI TRAINING.

HOOVER

END

ACK PLS

RECORDED

&
INDEXED

337

9-16-46

66-2554-5390

F. B. I.

48 SEP 18 1946

NOV 7 1946

ORIGINAL FILED IN 66-2554-5390

TO : Mr. Glavin

FROM : Enid Morrison

SUBJECT: Public Law No. 575 - 79th Congress

Attached is a copy of Public Law No. 575, 79th Congress, 2nd session, approved July 31, 1946, an act to provide a method for payment in certain Government establishments of overtime, leave, and holiday compensation on the basis of night rates pursuant to certain decisions of the Comptroller General, and for other purposes.

Attention is directed to the fact that this statute refers to employees paid under the forty-hour week statute of March 28, 1934, which is as follows:

"The weekly compensations, minus any general percentage reduction which may be prescribed by Act of Congress, for the several trades and occupations, which is set by wage boards or other wage-fixing authorities, shall be reestablished and maintained at rates not lower than necessary to restore the full weekly earnings of such employees in accordance with the full-time weekly earnings under the respective wage schedules in effect on June 1, 1932: Provided, That the regular hours of labor shall not be more than forty per week; and all overtime shall be compensated for at the rate of not less than time and one half."

Inasmuch as the Bureau has no employees who are paid at rates set by wage boards or other wage-fixing authorities, this Act does not apply to the Bureau.

W.R. Glavin -- dmb

August 14, 1946

The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin was advised in detail concerning the provisos of the above-mentioned law.

RECORDED

106-2551-5391
F B I
25 61 SEP 17 1946

ORIGINAL COPY FILED IN

COPY:FC

MR. HENDON

September 10,
1946

hs
DIRECTOR, FBI

FBI NATIONAL ACADEMY GRADUATION
THIRTY-THIRD SESSION

It is desired that you act as escort for Mr. Arthur H. Sulzberger, of the New York Times, who will deliver one of the principal addresses at the graduation exercises of the Thirty-third Session of the FBI National Academy on Friday, October 4, 1946.

The exercises begin at 11:00 a.m. and you should arrange to have Mr. Sulzberger in Conference Room C of the Departmental Auditorium by 10:45 a.m.

JSR:djb

EX-56

RECORDED & INDEXED
30

166-2554-5392
F B I
61 SEP 18 1946

0
Approved by the Executives' Conference September 9, 1946.

COMMUNICATIONS SECTION
SEP 10, 1946

53 SEP 27 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-4-7573

SAC, HOUSTON

AUGUST 27, 1946

DIRECTOR, FBI

a
USE OF "PENDING INACTIVE" - ASSIGNED FIELD OFFICE ADMINISTRATION

Reference is made to your letter of July 17, 1946 suggesting a change in the procedure in defining delinquent cases for use in compiling monthly administrative reports. The suggestion in your letter has been carefully considered but it is not believed desirable to adopt the suggestion at this time. It is believed that the procedure suggested in your letter would result in increasing the clerical work involved in maintaining administrative records concerning pending cases and delinquent cases. Accordingly you should continue to follow the procedure heretofore employed in computing delinquent cases.

Executive Conference

Approved by Exec Conf 8/26/46 - Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

rth;hd

COMMUNICATIONS SECTION
SEP 3, 1946

RECORDED
&
INDEXED

EX-6

166-2554-5393

F E I
46 SEP 18 1946

56 SEP 25 1946

ORIGINAL FILED IN 100-5671-770

SAC, Springfield

September 3, 1946

Director, FBI

~~Destruction of File Folders~~*Executive Conference*

Reference is made to your letter of July 17, 1946, suggesting that the practice be instituted for destroying the file folder at the time the case is transferred from the pending section to the closed file section instead of waiting until a year has elapsed. This suggestion was previously given careful consideration at the time the present rule was adopted and no change is being made at this time.

For your information, the reason for the present Bureau policy is to avoid the possible need of making up a new file folder in the event the case which has been recently closed is reopened and therefore transferred to the pending file section. Further, any charge-outs from the closed file during the first year after it is closed will be more conveniently flagged by maintaining the folder than by eliminating it during the first twelve-months' period. The likelihood of charge-outs during the first twelve months after a case is closed was found to be somewhat greater than after this period of time.

Since the duplicate serials are removed from these closed files after they are one year old, this also provides a convenient time for the destruction of the folders.

HHC:dru

Note: Approved and recommended by
Joint Committee, Clegg, Harbo,
Boardman, and McKee, on 8-8-46.

Approved by Exec Conf 8-29-46,
those present being Messrs. Ladd,
Tracy, Nichols, Harbo, Hendon,
Rosen, and Morgan.

COMMUNICATIONS SECTION
SEP 4, 1946

RECORDED
&
INDEXED
307

66-2554-5394
FBI
48 SEP 18 1946

56 SEP 30 1946

FILED IN

technical surveillance that the national state of indignation and resentment against the Communists would, in all likelihood, have a strong influence on the disposition of any court in determining whether evidence presented was or was not admissible.

In other words, I believe it is unwise to establish a procedure destroying the evidentiary chain on the theory that in no instance will information from a technical surveillance be admissible evidence. A chronological log prepared at the plant and initialed by the monitor of the call is the best means, in my opinion, to insure the preservation of material of possible future evidentiary value. I think the New York system is a decidedly dangerous one.

Even before hearing boards, it is difficult to believe that information developed through a technical surveillance could be satisfactorily and convincingly presented when the notes (log or message form) of the monitor of a call have been destroyed and he has nothing but a nebulous and tenuous recollection of having been on the plant. This problem becomes particularly acute after a considerable lapse of time and in those instances where Agents may have resigned.

SUGGESTION

That this matter be discussed at the Executives Conference with a view to determining whether the New York Office should be permitted to continue its "message form" or whether it should be directed to maintain a chronological log appropriately initialed by employees monitoring calls, such log to be permanently filed in the office.

MR. H. H. CLEGG

9/3/46

E. P. MORGAN

TECHNICAL AND MICROPHONE SURVEILLANCES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-11-86 BY SP6 BJA/ur

Recently there was sent to various offices a suggested procedure for the handling of technical surveillances and material developed there- by, the procedure being substantially that employed in the New York Office. In New York a "message form" is used in lieu of a log, each form referring to a separate call. The following is an excerpt from a memorandum prepared in the New York Office under date of April 10, 1946, indicating the handling of the message form:

C.N.
263,670

"When the message forms are sent to the Agents, and they are dictated on either in reports, letters, or memoranda, these message forms are not destroyed but rather retained until the end of the thirty-day period at which time these same Agents write a letter to the Bureau listing all important information received over that particular technical justifying the retention of the same. If the information or the message form is of no value in justifying its retention, these slips are destroyed and only the valuable ones are retained. As a result, these are considered notes. Once the letter of justification is prepared, the remaining slips are destroyed and the Supervisor then has an opportunity to review the outgoing letter which contains much of the information that is on the message forms."

It is my opinion that the message form (which is destroyed) used by the New York Office breaks the chain of evidence. Apparently such form is the result of the feeling that information developed through a technical surveillance will in no event be admissible evidence; for the New York Office says:

"On practically all microphone surveillances, every effort is made to install them in such a manner that information received therefrom will be legally admissible evidence. As a result, it necessarily follows that this information received therefrom must be handled differently than that received from technicals."

While we are of the opinion that present statutory provisions preclude information developed through technical surveillances from being legally admissible, we by no means can be certain that under conditions of national or international extremism where such information might be needed as evidence (having in mind particularly Communist material) the courts may not well hold that the statutory restrictions are inapplicable. Such a holding could well be predicated on the theory that Congress never intended to protect the privacy of telephone conversations treasonable in character or fostering treasonable conspiracies. It is highly probable that in any instance where we may desire to use against the Communist Party, or Communists, material developed through a

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EPH:ERC

EX-16
RECORDED

166-2554-5395
F B I
48 SEP 19 1946

ORIGINAL FILED IN

COPY:EG

September 12, 1946

PERSONAL AND CONFIDENTIAL

Mr. Edward Scheidt
Federal Bureau of Investigation
234 U. S. Court House, Foley Square
New York 7, New York

RE: MESSAGE FROM EMPLOYED INCIDENT TO
TECHNICAL SURVEILLANCES, NEW YORK OFFICE

EX-16
Dear Sir:

Careful consideration has been given at the Bureau to the manner in which the so-called "message form" is employed in the New York Office incident to processing material developed through technical surveillances. It appears that this form is destroyed in your office, no original or other contemporaneous record of conversations being maintained in the files of the office.

Apparently this procedure is an outgrowth of the belief that unlike microphone surveillances it is unnecessary to insure that material developed through technical surveillances be preserved for possible future use as evidence. While existing statutory provisions may suggest the improbability of technical surveillance data being admissible as evidence, the Bureau can by no means be certain that under conditions of national or international extremism where such information might be needed as evidence the courts may not well hold that the statutory restrictions are inapplicable.

It is, accordingly, desired that your office immediately take the necessary steps to insure that material developed through technical surveillances installed by your office is preserved as of possible evidentiary value in the same manner as is presently done in the case of microphone surveillances. I desire to be advised as to the steps taken by you consistent with the foregoing observations.

Very truly yours,

DECLASSIFIED BY SP6 BJA/ur
ON 7-11-86

John Edgar Hoover
Director

C.N. 263,670

COMMUNICATIONS SECTION
SEP 13, 1946

NOTE: Approved Executives Conference 9/5/46
those present being Messrs. Tolson,
Glavin, Tracy, Nichols, Tamm, Hendon,
Ladd, Long, Rosen and Morgan.

EPM:ER

1946

OFFICE MEMORANDUM

STATES GOVERNMENT

TO : MR. CLEGG

FROM : J. A. CARLSON

DATE: 9/6/46

SUBJECT: NATIONAL ACADEMY
JOHN WILSON BAKER, APPLICANT, SELMA, ALABAMA

SAC Abbaticchio called and in your absence I talked to him. He stated that Baker is a sergeant on the Selma, Alabama PD. His application has been submitted to the Bureau for his attendance at the January, 1947, session.

During the course of the investigation it was learned that in 1939 when he was employed by Sears Roebuck and Company that he was caught by a shopper putting 30¢ into his pocket. He admitted to Sears Roebuck and gave a signed statement to the effect that he had taken over a period of time approximately \$45. He was then fired by Sears Roebuck. The investigation indicated that his record has been good since that date. He was employed by the Southern Railroad and has been on the Selma PD for about a year and one half. He is third in command and handles all the money. Baker has stated recently that he only took the 30¢ and was told that if he gave a signed statement admitting the taking of \$45 he would not lose his job at Sears Roebuck.

Mr. Abbaticchio said that even though he has been cooperative and his record good since that date he is not in any way recommending that the Bureau take him, but if the Bureau would not consider approving his application he would suggest that the application be withdrawn. He felt this was the most diplomatic way to handle this situation.

Mr. Rogers was in your office when the call came in and I discussed briefly the facts with him. Mr. Rogers recommended that Baker withdraw his application as he felt sure that he was not the type of individual we should have in the National Academy. Abbaticchio was so advised. Mr. Abbaticchio stated again that he did not want the Bureau to feel that he in any way was recommending Baker for the National Academy.

jac:hd

ADDENDUM: 9/12/46. The Executive Conference on 9/9/46, Messrs. Tolson, Glavin, Tracy, McGuire, Ladd, Long, Rosen and Clegg being present, considered the above matter and unanimously agreed that in view of the fact that this individual was dismissed by Sears Roebuck on the basis of admitted thefts, he should not be considered acceptable and SAC Abbaticchio is being advised by the attached letter. HHC:HD

EX-10 67

100-2554-5396
FBI
43 SEP 17 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

DATE: 8/15/46

FROM : E. P. MORGAN

SUBJECT: IN-SERVICE SCHEDULE

One hour is presently allocated for a lecture on "Value of Supervision and Coordination in Intelligence and Other Investigations." This period was designed for a discussion of the supervisory, administrative, and organizational deficiencies revealed by and contributing to the Pearl Harbor disaster, relating such deficiencies to the Bureau's work in such manner as to preclude a likelihood of similar mistakes by the Seat of Government and field offices.

Yesterday, August 14, I gave this lecture for the first time. It is not possible in one hour to scratch the surface of this subject to say nothing of giving it adequate treatment. At least three hours is necessary to make the lessons of Pearl Harbor meaningful to our own Agents.

With this in mind, it is noted that two hours of the present In-Service curriculum are devoted to the subject "Inspection of Equipment." This period is something of a hold-over from the last In-Service course because of the importance which the subject properly warrants.

However, failure of an inspection system was one of the cardinal shortcomings in the Army and Navy establishments giving rise to Pearl Harbor and it is believed the matter of inspections can adequately and better be woven into the lecture "Value of Supervision, etc." than at any other point in the In-Service curriculum.

RECOMMENDATION

That the lecture "Value of Supervision and Coordination in Intelligence and other Investigations" be increased from one to three hours; and the title be changed to "Supervisory, Administrative, and Organizational Principles Controlling Investigations."

That the two-hour period on "Inspection of Equipment" be discontinued inasmuch as proper inspection methods and procedures can be covered in the recommended three-hour lecture mentioned above.

cc: Mr. J. S. Rogers

EPM:ER

RECORDED
EX-11166-2554-5397
F B I
61 SEP 20 1946

8-19-46 - Approved by the Executives Conference on 8/19/46, Messrs. Ladd, Harbo, McGuire, Hendon, Tracy, Glavin and Morgan being present. epm:hd

ORIGINAL COPY FILED IN

THE DIRECTOR

9/18/46

THE JOINT COMMITTEE

SUGGESTION #393

EMPLOYEE: T. E. NAUGHTEN
INSPECTOR, SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That when in the future charge-out slips are printed in the Bureau to replenish the present supply, the entire detailed information be dropped approximately three quarters of an inch so that the date will be easily legible and will not be concealed by the acco fasteners. An examination of the form indicates that this can be done approximately to the extent suggested and the following recommendation is made:

RECOMMENDATION: Unanimously favorable.

HHC:RJPf.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 19, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan, favored this suggestion.

EFM:LR

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon

SEP 25 1946

RECORDED & INDEXED

125
x-37

166-2554-5398
29 SEP 1946

THE DIRECTOR

The Executive Conference

September 19, 1946

VIOLATIONS OF FEDERAL LAWS REFERRED TO DEPARTMENT
FOR AUTHORITY TO INITIATE INVESTIGATIONS

The Executive Conference, on September 18, 1946, with Messrs. Rosen, Nichols, Harbo, Loran, G. Tamm and Ladd present, was advised of the present Bureau policy with reference to the handling of bribery cases and to the Director's comments with relation thereto.

The conference was advised that the present policy in bribery cases is as follows:

Bribery cases growing out of War Frauds, which cases are handled by the War Fraud Section of the Department, are referred to the Department for approval prior to conducting an investigation in line with the agreement between the Bureau and the Department with relation to the handling of all war fraud cases. Other bribery complaints are handled by the Bureau without referral to the Department except in cases where the individual involved is a high placed administrative official, such as a Congressman, etc. in which event the facts are submitted to the Department for approval prior to authorizing the investigation, this being done for the protection of the Bureau.

The conference was advised that it was believed that this policy should be continued in view of the fact that in those cases which the Bureau desired to get into it was possible to conduct immediate investigations and in those cases involving high placed officials, it was possible to refer them to the Department as a matter of policy for the protection of the Bureau.

The conference was unanimously in favor of continuing the present policy.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

56 SEP 25 1946
Mr. Rosen

RECORDED
INDEXED

THE DIRECTOR

September 17, 1946

THE JOINT COMMITTEE

SUGGESTION #391

EMPLOYEE: JOHN B. O'LEARY
SA, PHOENIX DIVISION

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That there be instituted and maintained in each field office a 3x5 index system containing on each card the identity of the peace officers on the "list of field offices" now maintained in each field division.

ADVANTAGES:

1. Corrections would be easier made.
2. Preparation of the annual lists to be forwarded to the Bureau would be simplified.

DISADVANTAGES:

1. Corrections are now made on the list which is typed up as required and this proposal would merely supplement the list with an additional index card device both of which would have to be maintained.
2. The list of peace officers would have to be forwarded to the Bureau in the same manner; thus, there would be no saving but rather an additional amount of work would be involved in preparing a card on each officer with unnecessary expenditure and clerical effort.
3. The proposal really amounts to maintaining two mailing lists with identical information instead of one.

RECOMMENDATION: Unanimously unfavorable.

HHC:PJG

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 19, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm and Morgan, opposed this suggestion.

Respectfully,
For the Conference,

RECORDED & INDEXED
Clyde Tolson

E. A. Tamm

EFH:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

cc - Mr. Hendon, Mr. Clegg

SEP 30 1946

THE DIRECTOR

September 13, 1946

THE JOINT COMMITTEE

SUGGESTION #388

EMPLOYEE: SA DALLAS A. JOHNSON
SAN ANTONIO DIVISION

MEMBERS PRESENT:

L. V. Boardman
H. H. Glegg

R. T. Harbo
E. Scheidt

EMPLOYEE SUGGESTS: That the 25 most important old fugitive cases should be selected by the Bureau and concerning them a project undertaken to check the records of Selective Service Boards in the United States on the theory that these individuals may have registered using their correct birthdate and the search would primarily be made by date of birth. When individuals with identical birthdates were found to be registered, the registration card would then be checked for items of additional descriptive data including scars, marks and other characteristics, and investigations conducted to determine if the registered person was identical with the subject.

The Selective Service Supervisor points out that as there were over forty million registrations it would not appear that this program would be feasible and justify the amount of investigative time expended, and there appeared to be no reason to believe that a fugitive who concealed his true name would not also have concealed his true date of birth. The Committee adopted this view and made the following recommendation: Unanimously unfavorable, particularly since the Agent who made the suggestion pointed out that in his office the amount of time involved in making this check would involve 30 Agent's days' work.

HHC:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 13, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan, were opposed to this suggestion.

EFH:MR

Respectfully,
For the Conference

Clyde Tolson

RECORDED
&
INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56-2554-5401
25 1946

THE DIRECTOR

September 20, 1946

THE EXECUTIVE CONFERENCE

USE OF FBI RADIO BY CALIFORNIA AGENCIES IN MAKING INQUIRIES
CONCERNING LABORATORY EXAMINATIONS

lc
On September 19, it was brought to the attention of the Conference, composed of Messrs. Q. Tamm, Morgan, Rosen, Ladd, and Harbo, that occasionally local law enforcement agencies in California use the State teletype in communicating with the San Diego Office for transmittal to Washington headquarters of inquiries pertaining to Laboratory examinations. The Bureau letter to San Diego authorizing this procedure with reference to criminal identification matters did not make any reference to Laboratory examinations. However, it was felt by the Conference that there was no particular justification for distinguishing between identification matters and Laboratory examinations and that therefore such inquiries should be accepted for transmittal by radio. Also it was felt that the replies should be by means of the same communications setup unless the subject matter in an individual case indicated the undesirability of such a procedure, since the radio transmission is in plain text form.

During the past month there have been only three such inquiries concerning Laboratory matters. In view of the possibility of the radio facilities' being curtailed at San Diego and at Washington it was not believed that any encouragement should be given to local agencies to employ the radio in making Laboratory inquiries.

If the Director approves, the Laboratory will follow the procedure indicated above and no specific instructions will be furnished to the San Diego Office.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

EX-244

66-2554-5402

THE DIRECTOR

EXECUTIVES CONFERENCE

IN-SERVICE LECTURE: "LESSONS LEARNED
FROM MAJOR BUREAU CASES"

The present In-Service curriculum calls for a one-hour lecture in Washington during the second week on the subject "Lessons Learned from Major Bureau Cases," the same being a discussion of the facts, techniques, and lessons derived from a study made of the major cases handled by the Bureau. It is noted, however, that incident to the practical case work at Quantico virtually all the lessons derived from major Bureau cases are brought into play incident to the instruction and discussions.

At the present time no provision is made in the In-Service curriculum for a lecture on the Bureau's police training program and police conferences.

The Conference on September 18, 1946, with Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan in attendance, accordingly recommended that the one-hour subject "Lessons Learned from Major Bureau Cases" be incorporated in the major case treatment at Quantico, which is now substantially the case, and this period devoted to a lecture and discussion on "Police Training."

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon
Mr. Rogers

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Gandy

RECORDED
&
INDEXED

EX-14

EPL:ER

THE DIRECTOR

9/19/46

EXECUTIVES CONFERENCE

FBI PISTOL CLUB

At the present time an FBI Pistol Club is organized with arrangements for members to shoot during their lunch hour at the Armory and during the evenings from 5:30 to 6:30 on the indoor range at the Justice Building. Mr. Sloan has referred to the present unsatisfactory type of gun available for use by the Pistol Club and has pointed out that it is only a matter of time until one of the members of the Club will have an accident.

The Conference also considered certain difficulties presently being experienced in locating a sufficient number of firearms experts in the Washington Field Office to proceed to the Armory at the noon hour for the purpose of supervising the shooting by members of the Club. It has been noted that official assignments on the part of these men often make it extremely difficult, if not altogether impossible, for them to be present at the Armory at the time designated.

Considering particularly the difficulty in securing proper firearms, the Executives Conference on September 19, 1946, with Messrs. Ladd, Rosen, Harbo, Quinn Tamm and Morgan in attendance, recommended that actual shooting by the Pistol Club be temporarily discontinued until such time as the FBI is able to secure firearms of a type best designed for use by the Pistol Club.

EPH:LR

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

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EX-14

66-2554-5404

THE DIRECTOR

September 16, 1946

THE EXECUTIVE CONFERENCE

IDENTIFICATION RECORDS

RE
The Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Harbo, Nichols, Clegg, Ladd, Rosen and Quinn Tamm being present, considered a letter transmitted by the Special Agent in Charge of the Cincinnati Field Division in which he advised that the United States Attorney for the Southern District of Ohio had requested copies of criminal records obtained as a result of the search of fingerprint cards submitted by the United States Marshal. Because of the new Federal procedure it is noted that the United States Attorney also requested that his copies be furnished to his office Air Mail Special Delivery.

The Conference feels that this is a growing problem throughout the field and is not isolated to the Cincinnati Field Division. The question of furnishing copies of criminal records to the United States Attorneys has previously been considered and has not been adopted. It is noted that this was the practice of the Bureau years ago but was discontinued because they were unable to identify the records in their files and they served of no purpose. The present procedure is for us to furnish copies to the United States Marshal and he is supposed to furnish the United States Attorneys with copies when they are required.

The Conference recommends, because of the Federal procedure, all fingerprint cards received from the United States Marshal be handled "special" in the Identification Division, thus giving them preference over all other types of fingerprint cards which may be received. It is noted that at the present time these cards are given the same preference as arrest cards received from law enforcement agencies. It is further recommended that replies to fingerprint cards received from the United States Marshal be answered to those districts east of Pittsburgh, Pennsylvania and south of Charlotte, North Carolina by Air Mail.

Mr. Tolson _____ If you approve, there is attached hereto a memorandum to the Identification Division re instructing them. There is also attached a letter to the Cincinnati Attorney advising him of the new procedure so he may advise the United States Attorney.

Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

RECORDED

Glyde Tolson

E. A. Tamm

55 SEP 25 1946

10. The expense and the amount of time involved in holding and developing these conferences is such that as a practical measure it would probably be to the Bureau's advantage financially and from a standpoint of manpower to discontinue the conferences entirely.

DISADVANTAGES:

1. Conferences are primarily scheduled for the benefit of law enforcement executives and officials.
2. Conferences should be a medium for discussing the overall picture of law enforcement for a given area to include new techniques and methods as well as deficiencies and needs generally.
3. Police Training Schools are set up for the primary purpose of actually teaching individual officers, from the lowest to the highest rank, details in police methods and procedures rather than the needs of the law enforcement agencies.
4. It is pointed out that one of the more interesting Conference programs included the subject of "Training for Law Enforcement Officers." This Conference subject outlined in detail the types of training available and the general mechanical setup of an FBI sponsored training school. As a result of the Conference program, schools were later scheduled for several of the police agencies. The Conferences thus promote schools but are not schools themselves.
5. It is again pointed out that other agencies are interested in Law Enforcement Conferences as well as the training of Law Enforcement Officers and the Bureau should dominate the entire field.
6. The continued holding of the Conferences provides a way whereby new SACs can become acquainted with law enforcement officers in their territory which can not be accomplished by any other means.
7. SAC Bills, for example, going to Charlotte has inquired if he might increase substantially the number of conferences previously held in that division in order to permit him to become better acquainted at a shorter period of time with less expense and with less time involved.
8. It will be recalled that shortly before these conferences were inaugurated, Secret Service and Treasury Agencies were attempting to hold and did hold in certain places so-called law enforcement coordination programs with scheduled fish fries at Lake Lure near Ashville with definite meetings of this type held in Columbia and other points. This was before the war and there are further indications of a continuing interest in this direction which can not gain ground because of the Bureau's conferences. Further, Mr. Homer Garrison of the Texas Department of Public Safety has stated that when the Bureau gave up its Law Enforcement Conferences the Texas State Police would take them up and continue under their own sponsorship. There are indications that in other States similar steps will be taken by outside organizations. Thus, today

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

- the Bureau retains unquestioned leadership throughout the nation which is a status that should be maintained.
9. The expense of abolishing the Conferences, and that is the gist of the suggestion, would entail lengthy trips by SACs calling on Police Chiefs and it would take weeks to contact all Police Chiefs who would regularly attend Law Enforcement Conferences and on such occasions the opportunity for the SAC showing qualities of leadership is practically non-existent; thus, it is believed that without them the SAC would be absent from his field office headquarters a much greater length of time than is now necessary.
 10. There is a substantial body of Law Enforcement Officers who are repeatedly indicating their intense interest in these conferences and the abolition of the conferences would be a keen disappointment to this group.

RECOMMENDATIONS: (1) The invitations to police executives to attend this conference would go out in the usual manner and by this means a conference could be held simultaneously with a portion of regularly established police training schools in the division. It was not believed, however, that this should be mandatory but left to the discretion of the SAC since some SACs at this time are holding Law Enforcement Conferences in conjunction with Police Chiefs' Conventions and with others in connection with police training programs in their own territory. It was pointed out by the members of the Committee unanimously that due to the possibility of future emergencies that this machinery for coordinating and enlisting the cooperation of local police should not be abolished or diminished particularly at this time.

(2) It was recommended that field offices be informed that it is entirely agreeable for them to set aside certain periods during police schools held in the field for the FBI Law Enforcement Conference and that letters of invitation be extended to those Chiefs who are not in attendance at the Departmental and Zone Schools in that area, inviting them to be present for the Law Enforcement Conference which would coincide with a portion of the Police Training School. On such occasions there might be the graduation exercises with a distinct guest speaker and the delivery of diplomas as a part of the exercises. Similarly SACs can be informed that it is agreeable to hold these conferences as a part of the regular Police Association Meetings. Both of these practices are being followed in some offices at present and Mr. Suran who submitted the suggestion indicated that this would be entirely agreeable to him. Those offices where there are new Agents in Charge might prevail to hold separate conferences; therefore, it was believed that conferences should continue as at present with the above advice going to the SACs. Those favoring this suggestion were Messrs. Harbo, Schoidt, Boardman and Clegg unanimously.

(3) It was recommended that at the end of the present year this matter be again considered particularly in view of the fact that in numerous offices the attendance has declined and it is felt that

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

following the next series it would be appropriate to again consider the entire question. Those in favor of this suggestion were Messrs. Scheidt, Boardman and Harbo. Opposed - Mr. Clegg.

HHC:PJ *pg*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 16, 1946, those present being Messrs. Tolson, Q. Tamm, Glavin, Harbo, E. A. Tamm, Rosen, Ladd and Clegg, considered the above matter. Mr. Clegg recommended that the conferences continue as at present, to be held twice each year; that it be permitted that the conferences be held in connection with Police Chiefs and Sheriffs' Associations and in connection with FBI Schools or separately at the discretion of each SAC. All other members of the conference recommended that the conferences in the future be held annually instead of semi-annually and that it be permitted that they be held in connection with Police Association Meetings and FBI Schools or separately as the SAC desires.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

I will go along with majority but I think we should keep check here of each Division so Sacs will not be a law unto themselves. There must be central approval & control.

H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

HHC:PJ *pg*

THE DIRECTOR

9/9/46

THE JOINT COMMITTEE

SUGGESTION #387

EMPLOYEE: R. O. SURAN
SAC, EL PASO

Executive Conference

MEMBERS PRESENT:

L. V. Boardman
H. H. Clegg

R. T. Harbo
E. Scheidt

EMPLOYEE SUGGESTS:

That FBI Law Enforcement Conference Programs be consolidated with the Bureau's Police Training Programs.

ADVANTAGES:

1. Programs at Law Enforcement Conferences have been in the nature of police instruction in the various fields of law enforcement with the exception of one of Mr. Suran's series of conferences, the theme of which was juvenile delinquency.
2. SAC Suran has detected a trend in attitude concerning Law Enforcement Conferences as indicated by the fact that of the 108 law enforcement agencies in the district, only 58 heads of agencies attended his last series of conferences, though there was an agency representation of 36.1 per cent.
3. SAC Suran is convinced that there is not the real interest on the part of local law enforcement agencies in the conferences as there was during the war.
4. Officers in attendance can be divided into three groups:
 - (a) Those having a sincere interest in the conferences--in the minority.
 - (b) Those who feel they must send a representative so that it would not appear that they are unwilling to cooperate with the Bureau--in the majority with (c).
 - (c) Those who attend because of a close personal relationship with the Agent covering the particular district in which the officer is located--in the majority with (b).
5. Though 13 conferences are held in each series, in the El Paso Division, it is necessary for some officers to travel more than 100 miles. Some of these officers are of the opinion that this distance is too great to travel for three or four hours of police instruction each six months.
6. It is preferable to have these officers travel these long distances to attend a week or 10 days period of instruction in police training in a regular Police School.
7. The Bureau's position of leadership in police training will be maintained and the same objectives accomplished if consolidation is effected.
8. The invaluable contacts with law enforcement officers which have resulted from the Police Conferences would be improved by full concentration on Police Schools.
9. Even greater publicity derived from Police Training Schools in a particular city.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received.

WHEN BACKGROUND INFORMATION SHOULD BE SUBMITTED TO THE BUREAU

Information concerning a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be submitted to the Bureau when he has displayed his ability to furnish information by doing so and there are reasonable grounds to believe he will continue to furnish information except in the development of Communist informants which should be handled in accordance with the last preceding paragraph.

MANNER OF SUBMITTING INFORMATION TO THE BUREAU REGARDING INFORMANTS

1. Background information regarding confidential national defense informants is to be submitted to the Bureau by individual letter on each informant. Data concerning confidential general investigative informants should not be forwarded to the Bureau except in instances when the informant will be utilized frequently enough to justify giving him a permanent symbol number.
2. This letter should be properly captioned to indicate the classification which is being given to the informant, his true name and the symbol number assigned to him.
3. Correspondence regarding more than one type of informant should not be included in a single communication.
4. All communications concerning CONFIDENTIAL INFORMANTS should be transmitted under confidential cover.

SUBMISSION OF REPORTS AND CORRESPONDENCE CONTAINING INFORMATION FURNISHED BY INFORMANTS

If the reports submitted by informants are of sufficient importance to warrant transmitting them to the Bureau immediately, they should be transmitted in

duplicate with a cover letter which specifically indicates what action is contemplated by the field office regarding the information set forth in those reports. If such reports concern violations or individuals not related, they should be transmitted by separate cover letters so that the information may be appropriately handled at the Bureau.

DEVELOPMENT OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

1. Each field division should develop and maintain CONFIDENTIAL NATIONAL DEFENSE INFORMANTS concerning all organizations and individuals within its territory which are inimical to the internal security.
2. It is of course impossible to establish any given set of rules or fixed methods of procedure in the development of confidential informants. It is believed that the success of this important work will depend entirely upon the initiative of the individual Agents and Special Agents in Charge.
3. In order to secure first-hand information concerning various subversive movements which may affect the internal security of the United States, it is necessary that informants be developed within the membership of those groups.
4. Informants of this type should not be approached until careful discreet inquiry has been made concerning their general background and reputation. In other words, it should be definitely ascertained that these individuals are no longer loyal to the group with which they are affiliated and that they have some definite reason for cooperating with the FBI.
5. Each Agent in his daily contacts and interviews should bear in mind that every individual he interviews is a potential informant. If he contacts that individual on more than one occasion and receives valuable information, in other words if he assures himself that the individual is able to produce and will continue to do so, he should make appropriate inquiry concerning the individual's background and reputation, and his name with background information should be submitted to the Bureau.

SEMIANNUAL REPORTS

In order that the Bureau may be currently advised of the activities of the various divisions in the development and maintenance of reliable CONFIDENTIAL NATIONAL DEFENSE INFORMANTS a report must be submitted to the Bureau semi-annually on the 20th of June and December reflecting the total number of informants developed by each field office, broken down into the following:

1. Number of informants regarding German activities.
2. Number of informants regarding Italian activities.
3. Number of informants regarding Communist activities.
4. Number of informants regarding Japanese activities.
5. Number of informants regarding activities of other nationalistic groups.
6. Number of informants regarding general un-American activities not falling within the first five groups.
7. Total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS developed by the division (the total of Items 1, 2, 3, 4, 5 and 6) subdivided to reflect the number that are Negroes.

DISTINGUISHING BETWEEN CONFIDENTIAL INFORMANTS AND SOURCES OF INFORMATION

The identity and background information concerning sources of information should not be submitted to the Bureau for it is not desired to maintain records at the Seat of Government concerning the identity of the various sources of information developed in the field.

In distinguishing between CONFIDENTIAL INFORMANTS and sources of information, it might be well to point out that a member of a subversive organization who is furnishing information regarding the activities of the organization, and who

does not desire under any circumstances that his identity or relation with the Bureau be generally known, should be considered as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT, whereas on the other hand, a president of a local bank who, in the course of his usual business, receives information regarding a subversive organization but who does not desire that his identity be concealed and who does not care whether any person knows that he furnished information to the Bureau, should be considered as a source of information.

BUREAU POLICY

1. In view of the fact that the Bureau does not have jurisdiction over the investigation of intelligence matters on Army and Navy reservations, establishments, etc., it is not desired that CONFIDENTIAL NATIONAL DEFENSE INFORMANTS be established among Army or Navy personnel or in Army and Navy reservations, establishments, etc., unless the field office is specifically instructed to do so by the Bureau. The instructions contained in this paragraph do not apply to CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS.
2. An individual to be classified as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be actually engaged in obtaining and furnishing information to the Bureau.
3. All confidential informants should be specifically advised that they are in no manner representatives of the Bureau and they should be impressed with the confidential relationship which must exist and with the importance of never under any circumstances divulging their connection with the Bureau.
4. No information should be divulged to informants concerning any of the Bureau's projects or confidential undertakings.
5. It must be carefully explained to all Confidential National Defense Informants that any steps which they take in connection with joining any organizations must be on their own initiative and responsibility, and that such cannot be sanctioned by the Bureau. They should also understand the Bureau will not be

able to be of assistance to them should their efforts to become affiliated with or actually joining an organization result in embarrassment for them at some future time.

PAID CONFIDENTIAL INFORMANTS

If it is found necessary to reimburse certain informants for the information furnished and it is believed that the information furnished by these informants is of sufficient value to warrant regular payments, you are authorized to expend an amount not to exceed \$10.00 per month or \$2.50 per week without prior Bureau authority. In every instance where regular payments exceed this amount it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau, it must be furnished in the letter requesting authority to pay the informant.

It is the definite responsibility of each SAC to closely supervise the activities of all informants in his division. When payments are authorized by the Bureau, the SAC should definitely assure himself that full value is being received.

If at any time it appears that the information produced by the informant is not commensurate with the payments being made to him the payments should be immediately discontinued or adjusted accordingly and the Bureau should be promptly advised. Each informant should distinctly understand that he is not to represent himself as having any connection with the Bureau, and further that any information obtained by him should be secured through his own initiative.

Where payment to an informant has been authorized for a definite period of time, it will be necessary for the SAC to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued. At that time, if the SAC wishes to continue the use of the confidential informant, it will be necessary for him to make a definite recommendation concerning the amount of remuneration to be paid the informant, and to furnish the Bureau with a brief summary of the information which the informant has developed.

It should also be impressed upon all Bureau informants that they should furnish information exclusively to the Federal Bureau of Investigation.

In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable the SAC may approve payment of an amount up to \$50.00 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as confidential informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay the expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

INDEX CARDS

A 3" x.5" index card shall be maintained for each confidential informant containing the following information:

1. Name
2. Address
3. Symbol number. Symbol numbers are to be assigned Confidential National Defense Informants and to Confidential General Investigative Informants when the latter will be utilized frequently enough to justify giving them permanent symbol numbers. The symbol number used could be the abbreviation used in teletypes for each office; e g., Albany AL-64. In no instance should any Informant be advised of the symbol number or other term utilized by the Bureau to hide his real identity. In the event a confidential national defense informant has been convicted of a felony, it will be necessary when such an informant is designated by a symbol to place the letters CR before his symbol.

4. Types -- G - General Investigative Informant
ND - National Defense Informant
5. Place of employment
6. Date of original contact
7. Type of information; e.g., houses of prostitution, "shady" pawn shops, German activities, Italian activities.
8. Remarks - e.g., should be contacted only by Agent John Black, compensation. The name of the Agent developing the informant should be set forth. Other information such as instructions on contacting, compensation, etc., should be included.
9. Reliability - e.g., brief background information.
10. File number - The number of the file in which more detailed information is contained concerning the informant.

SAMPLE - INDEX CARD

Name: DOE, JOHN HENRY	Symbol No. KC-42
Address: 1671 Greet St., White City, Mo.	Type ND
Position and Place of Employment: Janitor, Marine Institute Building, 678 Pine Street, White City	Date of Original Contact 1-16-43

Type of information: Activities concerning the Communist Party.
Member of Communist Party and Janitor of building where Communist
Party offices are located.

Remarks: Agent Black should contact Doe.

Reliability and background: Trustworthy - honest. Information to
date accurate. Doe is member of Branch 13 of the Communist Party
and is very friendly with James Smith, State Secretary of the Com-
munist Party. In his position as janitor of building where Communist
Party offices are located, he has access to the Communist Party

(Sample - Index Card continued)

offices. Doe born White City, 1-13-03, has resided there continuously. Has high school education, formerly employed as bank messenger with National City Bank, 1928 to 1939. Present employment 1939 to date. Married, 2 children. No criminal record.

File No. 66-126

INDICES

Three indices, preferably in an Agent's office, shall be maintained in the field office available to all Agents.

1. Confidential General Investigative Informants shall be maintained in the file subdivided first by states, then by towns, then by information, when desirable and arranged alphabetically by names.
2. Confidential National Defense Informants shall be maintained in the file subdivided first by states, then by towns, then by type of information, when desirable and arranged alphabetically by names.
3. Confidential Informants Symbol File shall be maintained using an index card arranged alphabetically by symbol and then by number. Any symbols which consist of fictitious names should be filed alphabetically behind the regular numerical symbol index.
4. The names of confidential informants should be indexed in the general field office indices in the same manner as any other name.

CONTACTING INFORMANTS

In the event any informants should be contacted exclusively by a specified Agent of the field office, the cards pertaining to them should be kept in the exclusive possession and under the personal supervision of the Special Agent in Charge. In such cases, reference cards should be placed in the appropriate index, which reference cards should show the location of the informants

and the type of information which they may be able to furnish and the further information that the cards pertaining to the informants are under the exclusive, personal supervision of the Special Agent in Charge.

In the event there are any limitations upon the contacting of an informant, such limitations or restrictions should be reflected upon the index cards.

RECONTACTING

Informants shall not be recontacted more frequently than every thirty days without authority from the Special Agent in Charge. They should not be contacted promiscuously or openly.

DISCONTINUING SERVICE

1. When the services of any informant are discontinued, the symbol card shall be marked "Canceled." The name cards shall be destroyed.
2. The symbol card shall be re-filed in numerical order in the symbol card file. The symbol number shall not be subsequently reassigned to another informant.
3. The Bureau should be advised of the discontinuance of all general investigative and National Defense informants who have been assigned symbol numbers.
4. The Special Agent in Charge shall maintain all informant indices in a current status at all times.

RELIABILITY

The Special Agent in Charge should be kept advised as to the reliability of an informant.

REPORT WRITING

Informants may be designated in the report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. Where this has not been done, the individual should be given a "T" symbol in the body of the report and his identity should be reflected on a separate sheet of paper attached to the report. An explanation concerning the reasons for so designating him should also be contained on the separate sheet.

ADMINISTRATIVE HANDLING OF INFORMANT FILES

Individual files on confidential informants may be maintained if desired but they should be carried as dead files and are not to appear on the monthly administrative reports. Written reports submitted by Confidential National Defense Informants should be placed in a separate section of the administrative file relating to the particular informant. Excerpts from the reports are to be included in the regular investigative case report when information of value is submitted. The informants should be encouraged to submit their reports in duplicate in order that the duplicate copy may be filed in the appropriate case file. In those instances where informants supply data orally which is reduced to memorandum in the office, a copy of this memorandum should also be filed in the appropriate section of the administrative file relating to the particular informant.

CONFIDENTIAL INFORMANTS

DEFINITION - A confidential informant is an individual who furnishes information to a representative of the Bureau but whose identity must be protected because, first, of his desire to remain secret; second, because of the nature of the information furnished; third, because investigative expediency indicates that his identity should not be revealed to any person outside of the Bureau.

TYPES -

1. Confidential General Investigative Informants - Those who can and do supply information of value within the general criminal investigative jurisdiction of the Bureau.
2. Confidential National Defense Informants - Those individuals who can and do supply information to the Bureau concerning national defense and internal security matters.

ESTABLISHING RELIABILITY AND REPUTATION OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

C.N. 263,670
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-11-86 BY sp6
BJA/IVC

The full responsibility for establishing whether an individual possesses a criminal record rests with the Field. Before an individual is designated and carried as a regular confidential informant in the Field Office, the following steps should be taken:

1. The Field Office files should be checked for any information regarding him and to determine that he is not the subject of a pending investigation.
2. Appropriate discreet inquiries should be made to secure information concerning his background, patriotism, reliability, integrity and general reputation in the community.
3. Information should be obtained concerning his personal history including his first name, middle name and surname; date and place of birth; past and present business connections; trustworthiness and loyalty; credit and criminal record.
4. No contact should be made with a prospective Confidential Informant concerning the investigation of Communist matters without prior

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JDD:EW 8/29/46 - Approved by Exec Conf, those

7/26/46

Present being Messrs. Ladd, Glavin,
Tracy, Nichols, Harbo, Hendon, Rosen
and Morgan.

ENCLOSURE

540.7

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director

DATE: July 26, 1946

FROM : D. M. Ladd

SUBJECT: REVISION OF MANUALS CONCERNING
CONFIDENTIAL INFORMANTS

In connection with the discontinuance of a National Defense Manual and the consolidation of the provisions concerning confidential informants, Section 13, of the National Defense Manual entitled "Confidential National Defense Informants" and Section 9A of the Manual of Rules and Regulations entitled "Confidential Informants" have been reviewed.

The two sections above mentioned have been consolidated and rewritten in order that the pertinent provisions may be added as a new section of the Manual of Instructions, or a new section in the new Manual of Rules and Regulations. The new section entitled "Confidential Informants" as rewritten is attached.

RECOMMENDATION:

It is suggested that the attached rewritten section containing all necessary instructions regarding confidential informants be reviewed by the Training Division for inclusion in either the new Manual of Instructions or Manual of Rules and Regulations.

NOTE: The Executives Conference on August 26, 1946, Messrs. Ladd, Glavin, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, unanimously favored transmittal of the attached instructions with respect to confidential informants for inclusion in the Manual of Rules and Regulations.

1 ENCL

Attachment

EPM:ER

JDD:ET

Director's notation: "OK H."

RECORDED
&
INDEXED
66-25547-
S 1
48 SEP 23 1946ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-11-86 BY SP 6 BIA/UR
C.N. 263,670

INSTEAD OF C

58 SEP 30 1946

THE DIRECTOR

September 20, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 16, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Quinn Tamm, Harbo and Glavin considered a suggestion made by Mr. Mohr that the Bureau defray transportation costs of household goods of any Special Agent from their first headquarters, Washington, D. C., to their first office of assignment.

The Conference was advised that such a regulation would be entirely legal. If we transfer a clerical employee from Washington to one of the divisional offices, we will pay for his transportation of household effects; yet, if we appoint a clerk to the position of a Special Agent and transfer him to one of the divisional offices, up to the present time we have not been paying for the transportation of the household effects of the employee in question.

In no instance would the reimbursement of transportation costs exceed the cost of transfer of such articles from Washington to the first field office of assignment relative to the point from which the agent was appointed. In the event the cost is less from his present domicile to his office of assignment, only that amount would be paid.

The Conference is in the unanimous agreement that the Bureau pay for transportation of such household effects in the future. Should the Director concur, appropriate advice will be given to the Agent personnel.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED

EX-31

E. A. Tamm

SEP 24

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Rosen
Mr. Quinn Tamm
Mr. Harbo
Mr. Glavin
Mr. Mohr
Mr. Nease
Mr. Pennington
Mr. Nease
Mr. Pennington
Mr. Nease
Mr. Pennington

SEP 25 1946

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg
R. O. Hendon

E. E. Conroy
E. Scheidt

Recommendation: The Committee felt that from the above analysis it was obvious that an overwhelming majority of the field offices were acting uniformly in the various procedural steps of handling incoming serials with the exception of items #5 and #6 above when there was about an equal division. It was not believed that any mandatory instructions should be issued. The New York Office, due to its size, might require a slight variation from the procedure followed in the Butte Office; however, it was felt that as a guide it would be desirable to transmit by SAC Letter to all field offices the above analysis of procedures so that the SACs could give study to their own procedures and would be able to observe the consensus of opinion as to the more desirable procedures in the majority of the offices. This would be solely as a guide.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered this matter. Messrs. Rosen and Glavin felt that the dissemination of the above information listed under the heading "Suggestion" would be useless information and, therefore, no communication should be sent to the field.

Messrs. Harbo, Hendon, Ladd, Tracy, and Clegg were of the opinion this information should be of record as a guide and in order to answer inquiries made by new SACs and field supervisors as to procedures followed in the various field offices and the information would thus be helpful.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Quinn
Tamm
Tolson
Trotter
W.C. Sullivan
Tele. Room
Miss Gandy

HHC:RR:djb

September 12, 1946

THE JOINT COMMITTEE

CHIEF CLERKS' CONFERENCE AND EXECUTIVES' CONFERENCE

SUGGESTION #293

EMPLOYEE: CHIEF CLERKS' CONFERENCE

SUGGESTION:

At the Conference of Chief Clerks (First Session) the following step by step procedures were discovered as the practice being followed in the field offices represented as disclosed by the thirty-one members of the Conference present:

The First Step. Mail is opened. This refers merely to the opening of the mail as it is received and the routing of the mail from the supervisor in which it was transmitted to the office.

The Second Step. Block stamped. The office block stamp, which shows the name of the office and the date on which the communication was received in the office, is appropriately affixed to the incoming communication.

The Third Step. Twenty-nine of those present as the next step in the procedure searched the index cards to see if there was any previous file on the subject, and two of the Chief Clerks advised that the third step in their offices was to send the mail prior to searching in the index cards directly to the supervisors.

The Fourth Step. Twenty-seven of the Chief Clerks advised that the fourth step in their field offices was to identify the file to which the incoming serial belonged and attach it to the file with which it has been identified. Four of the Chief Clerks indicated that the fourth step in their offices was to send the mail at this point to the supervisors for an examination.

The Fifth and Sixth Steps. Sixteen of the Chief Clerks advised that their next procedure was to serialize, (put the actual serial number on the communication), index, (prepare an index card if one is not already in existence) and route the serial and the file to the appropriate supervisor or Agent. While fifteen of the Chief Clerks advised that at this point they sent the serials to the supervisors who then routed it to the Agents to whom the cases were assigned.

The Seventh Step. The initial serials were placed in the files.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:djb

RECORDED

EX-8

66-2554-5409

[Handwritten signature]

THE DIRECTOR

AND ASSISTANT ATTORNEY GENERAL

9/23/59

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Morgan, Nichols, Ladd, Harbo, Rosen and Glavin considered a proposed Executive Order entitled "Providing for the More Efficient Use and for the Transfer and Other Disposition of Government Records." Particular consideration was given to that portion of the Executive Order which included terminology which would prohibit the transfer of records under certain conditions.

The Conference was advised that Section 5 of the Executive Order read in part as follows:

"No transfer of records (except in connection with a termination or transfer of functions) shall be made hereunder when the head of the agency having custody of the records shall certify that such records contain confidential information, a disclosure of which would endanger the national interest or the lives of individuals."

The Conference felt that this terminology would protect the records of the Bureau and would prohibit their transfer to the Archives.

Should the Director approve, the attached memorandum returning the pertinent papers should be forwarded.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED

E. A. Tamm

EX-14

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Rosen
Mr. Tamm
Mr. Tamm
Mr. Tamm

CC - Mr. Hendon
Mr. Clegg

URG:1rd
Attachment

SEP 25 1959